

# MILITARY QUARTERS HANDBOOK



UNITED STATES ARMY GARRISON BAUMHOLDER  
DIRECTORATE OF PUBLIC WORKS  
HOUSING DIVISION  
APO AE 09034

UNITED STATES ARMY GARRISON - BAUMHOLDER  
DIRECTIVE 420-1

**MILITARY QUARTERS HANDBOOK**

**PURPOSE:** To establish United States Army Garrison Baumholder policy, responsibilities, and procedures promoting harmonious and cooperative community living and to define the relationship between the United States Army Garrison Commander and occupants of government controlled quarters.

**APPLICABILITY:** This directive applies to all occupants of government controlled family housing, officer quarters (OQ), senior enlisted quarters (SEQ), and enlisted quarters (EQ) within United States Army Garrison - Baumholder.

**GENERAL:** High standards of police, sanitation, and discipline in Family housing, OQ, SEQ, and EQ areas are the primary responsibility of the United States Army Garrison Baumholder Commander. To obtain these high standards, a chain of command is established as follows: Senior Tactical Commander (STC), United States Army Garrison Baumholder Commander, Sub-installation Coordinator (SIC), Area Coordinator (AC), Building Coordinator (BC), Stairwell/Floor Coordinator (SC/FC), and Sponsor/Resident. In the event of a major deployment, some of the positions will be vacant due to a shortage of personnel.

Occupants of military quarters are expected to adhere to the highest standards of conduct, including an evident desire to ensure that the appearance of the quarters and grounds reflect favorably upon themselves and the entire community.

Sponsors are responsible for informing members of their Family, guests, and servants to portions of this directive that apply to them. Supplemental directives that may be published in other United States Army Garrison - Baumholder media will also be disseminated.

Failure to comply with this directive or lawful orders issued by officials within the United States Army Garrison Baumholder organization, or misconduct and flagrant violations of accepted standards by the sponsor or his/her Family members (FM) may be considered cause for expulsion of FM from the command or cause for termination of Family quarters.

To resolve minor problems, SICs, ACs and BCs are authorized direct communication with the sponsor's unit commander. Unit commanders will respond to assure justice to both the sponsor and the government.

Personnel assigned as Directorate of Public Works (DPW) staff will not be appointed to the chain of command duties outlined in the USAG Baumholder Directive 420-1. Additionally, personnel assigned as chaplains, lawyers, inspector generals, doctors, dentists, criminal investigation division (CID) special agents, CID supervisory personnel, and military police will not be appointed to any duties except on a voluntary basis unless this exception is waived by the garrison commander. Occupants of temporary quarters (unless assigned on a permanent basis) will not be appointed duties as AC, BC, or SC. Sponsors appointed to the housing chain of command will not simultaneously occupy more than one position (i.e. BC and SC). Personnel with less than one year remaining in the command will not be appointed as AC or BC. However, these rules are waived during times of deployment.

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REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON – BAUMHOLDER  
UNIT 23746  
APO AE 09034-9034**

IMEU-BMH-PWH

1 May 2008

**MEMORANDUM FOR OCCUPANTS**

**SUBJECT:** Welcome to Your New Home

1. Part of the excitement and adventure of work and life in the Army is moving to a new assignment and duty station. Relocation offers an opportunity to see new places and make new friends.
2. Each set of quarters must be **“home”** to our Soldiers and Families. As each Soldier and Family uses them, they hold them in trust for future occupants. I hope each Soldier and Family feels the pride of ownership during their occupancy rather than the frustration of the transient. Your Army home is to be used and enjoyed; but occupancy carries responsibilities too.
3. Caring for your home is a cooperative effort between you, your Family, other quarters occupants, the Housing Division, and the Facilities Engineer.
4. This handbook is designed to provide a better home for you and provides you the opportunity to pass your home on to future occupants in good condition.
5. The United States Army Garrison Baumholder will consistently provide quality support to the Soldiers, civilians and the Families of this community. Let us know what we can do to make your home the best it can be.

United States Army Garrison Baumholder Commander and Staff

## Telephone List

### Directorate of Public Works

	<b>Military Telephone</b>	<b>Civilian Telephone</b>
Director of Public Works (DPW)	485-1560/7185	06783-61560/67185
Fire Department	485-7572/6629	06783-67572/66629
Work Order Section	485-6133	06783-66133
U-Fix-IT Store	485-7375	06783-67375
Entomology (Pest)	485-7262/7144	06783-67262/67144
Refuse Collection & Sort Coordinator.	485-6543	06783-66543
Lawn Mower Shop	485-7384	06783-67384
 Housing Division, Chief	 485-6136	 06783-66136
Chief, Customer Service	485-7138	06783-67138
Customer Service	485-6137/7585	06783-66137/67585
Private Rental	485-7578	06783-67578
Chief, Facilities Management	485-7528	06783-667528
Facilities Management	485-6638/6134	06783-66638/66134
Furniture Branch	485-7106	06783-67106
UPH	485-6905	06783-67585

### EMERGENCY NUMBERS

FIRE	117	06783-6117
AMBULANCE	116	06783-6116
EMERGENCY SERVICE ORDERS	115	06783-6115
RED CROSS (AFTER HOURS)	485-7533/6150	06783-67533/66150
MILITARY POLICE	114	06783-6114
GERMAN POLICE		06783-69910
GERMAN POLICE (EMERGENCY)	110	110
USAG Baumholder DUTY NCO	485-6150	06783-66150

United States Army Garrison	485-1500	06783-61500
Transient (Lagerhof)	485-1700	06783-61700
In and Out processing Center	485-7298	06783-67298
8th Finance Services	485-1730	06783-61730

**Prefix (06783) is not required for civilian numbers if you are calling from Baumholder.**

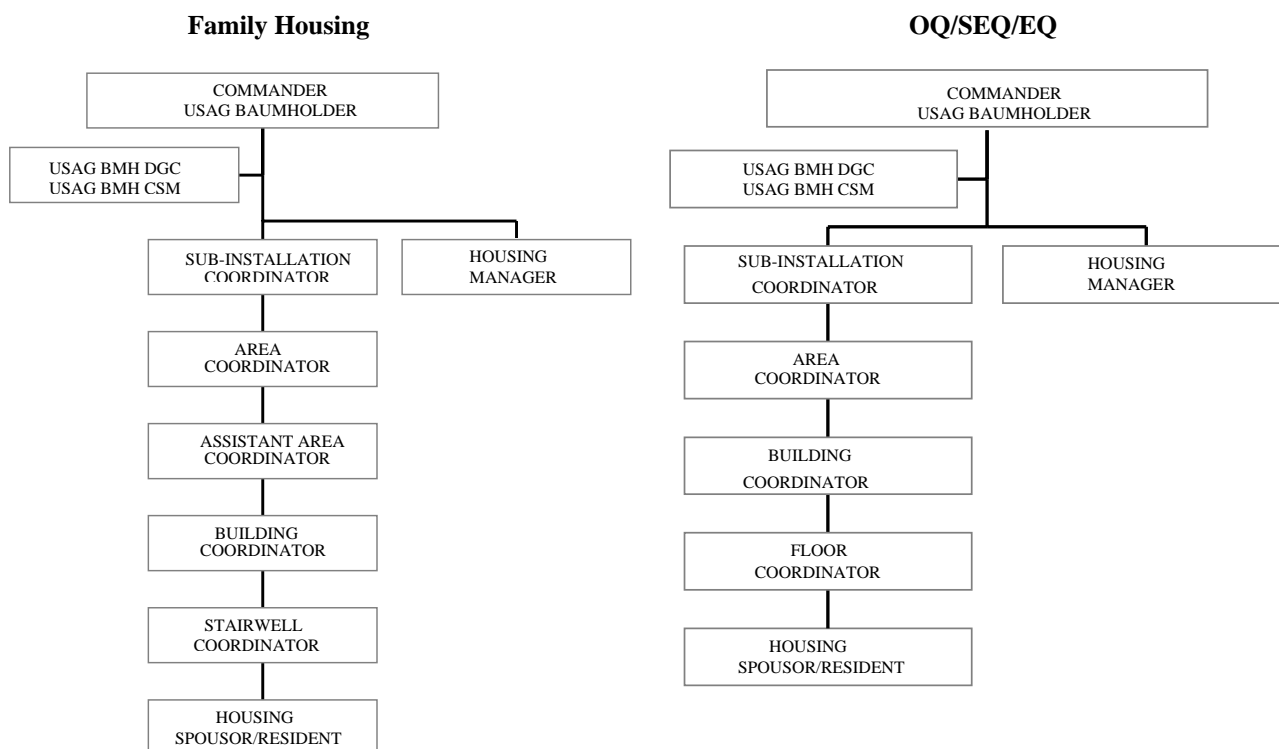
**Prefix (06783) is required for calling from Outside of Baumholder.**

## CHAPTER 1 – REFERENCES

- a. AR 420-1, Army Facilities Management, dated 2 November 2007.
- b. USAREUR Supplement 1 to Army Regulation, 420-1, Army Facilities Management, dated 18 January 2008.

## CHAPTER 2 – APPOINTMENTS, RESPONSIBILITIES, DUTIES, AND FUNCTIONS

### 2-1. Housing Area Chain of Command.



The above Chain of Command should be utilized for the resolution of any complaints or disputes that may arise within Family housing, OQ, SEQ, and EQ areas.

### 2-2 United States Army Garrison Baumholder Commander.

- a. The United States Army Garrison Baumholder Commander is responsible for promoting general welfare, morale, safety, sanitation, clean up, beautification, and maintenance of good order among members of the Baumholder Military Community. The United States Army Garrison Baumholder Commander has the authority to:
  - b. Appoint a sub-installation coordinator (SIC) to each sub-installation.
  - c. Appoint an area coordinator to each housing area.
  - d. Inform SICs of disciplinary policies and procedures.
  - e. Resolve matters pertaining to violations of regulations, destruction of government property, and general lack of cooperation by occupants of family quarters, OQ, SEQ, and EQ.

f. Authorized the entry into any US government controlled dwelling unit for purposes of safety, sanitation, and maintenance. Entry into assigned quarters in the absence of the sponsor or Family members will be coordinated and conducted jointly between the unit, military police, and/or housing representative.

g. Request advance return of Family members (FMs) to CONUS, if deemed necessary, under the provisions of AR 55-46 and USAREUR Supplement 1 to AR 1-33, when FMs of the household become involved in an incident which is embarrassing to the United States Government, is prejudicial to good health, order, morale and discipline in the command, or creates conditions dangerous to the safety of other FMs.

h. Initiate actions which may be justified under AR 55-46 and USAREUR Supplement 1 to AR 1-33 for acts of violence, habitual intemperance in public, breach of public peace, becoming a nuisance, disorderly conduct, thievery, immoral conduct, and other acts of misconduct.

### **2-3 Sub-Installation Coordinator (SIC). (Neubruecke and Idar-Oberstein Housing Areas)**

a. The SIC will rely on the staff of his unit to accomplish necessary clerical functions. The SIC is responsible for the following:

b. Establish and maintain the Housing Area Chain of Command for their assigned housing area.

c. Enforce policies contained in the housing regulation and other policies issued by the United States Army Garrison Baumholder.

d. Ensure Housing Division appoints Area and Building Coordinators.

e. Ensure that each Area/Building Coordinator is informed and enforces policies and regulations.

f. Ensure that these coordinators assign responsibilities for common areas.

g. Conduct meetings with Area/Building Coordinators as required.

h. Resolve complaints or other problems within the area.

i. Ensure regular checks are conducted in housing area.

j. Attend Baumholder Military Community Town Hall meetings.

k. Obtain briefing of projects occurring in sub-installation areas for relaying to residents.

l. Bring issues to the United States Army Garrison Commander that cannot be handled comfortably within the sub-installation area.

m. Report information on unregistered or abandoned vehicles in the area to the Military Police.

n. Ensure BCs attend Fire Warden training.

### **2-4 Area and Assistant Coordinator (AC/AAC).**

a. The AC for each housing/OQ/SEQ/EQ area will be the senior resident of the housing area. The Assistant Area Coordinator (AAC) will be the second senior resident of each housing area. Each must have a minimum of 12 months remaining on their tour. The AC/AAC will rely on the staff of his unit to accomplish necessary clerical functions. The AC/AAC is responsible for the following:

b. Maintain a high standard of appearance and beautification in the housing area and encourage area beautification through self-help efforts.



c. Make recommendations to the SIC and USAG Baumholder Commander concerning Families who should be removed from government housing for reasons specified in United States Army Garrison Baumholder Directive 420-1 and AR 55-46.

d. Be constantly informed of disciplinary procedures and policies and consult, as necessary, with the SIC and USAG Baumholder Commander and responsible unit commanders to develop mutually acceptable improvements in disciplinary matters affecting residents of the housing area.

(1) Resolve minor disciplinary and Family misconduct problems that cannot be handled by Building and Stairwell/Floor Coordinators. Ensure that problems exceeding the Area Coordinator's authority are reported to the SIC, Commander and Command Sergeant Major, United States Army Garrison Baumholder.

(2) Issue Housing Citations to residents in violation of this directive or other guidance. See Appendix G for Sample Housing Violation.

e. Supervise security, safety, police, and sanitation of area. Ensure that there is a harmonious living environment in the housing area.

(1) Coordinate the spring and fall clean-up campaigns within their assigned housing areas.

(2) Ensure that BCs conduct weekly inspections of building and common-use areas.

(3) Ensure that BCs maintain common-use areas (i.e. laundry rooms, playgrounds, unfinished attics, storage rooms, stairwells, hallways, dumpster areas, lawns, and parking areas) in satisfactory condition.

(4) Ensure BCs correct deficiencies in the policing of grounds, parking areas, streets and sidewalks surrounding their assigned building. Report individuals responsible for simple neglect or willful damage/destruction to the Housing Manager for appropriate action.

f. Brief BCs, to include emphasis on energy conservation and recycling.

g. Inform the SIC and Housing Manager of any contemplated absence in excess of fourteen days, advising him of the name, rank, and address of the Acting AC to perform duty during AC's absence.

h. Maintain the Housing/OQ/SEQ/EQ Area Chain of Command for their assigned housing area to include appointing temporary replacements during times of absence of the primary.

(1) Ensure that the names of the Housing Area Chain of Command are prominently posted in each stairwell/floor. As changes are made in the appointments, the posted Housing Area Chain of Command will be updated. See Appendix J for Housing Area and Appendix J-1 for OQ/SEQ/EQ Area Chain of Command list.

(2) Ensure that SCs/FCs and alternates are appointed as required by this directive.

i. Ensure that BCs counsel and meet with SCs/FCs and residents as outlined within this directive.

j. Meet with Assistant Area Coordinator and Building Coordinators, and ensure detailed inspections of common-use areas are conducted at least monthly.

(1) The checklist provided in Appendix H should be used for this purpose.

(2) A copy of the checklist should be provided to the concerned BC and one copy retained on file.

k. Promote the community Separate or Recycle Trash (SORT) Program in paragraph 6-1.

l. Coordinate meetings and attend monthly Town Hall meetings.

## **2-5 Building Coordinator (BC).**

a. BC will normally be the senior occupant assigned to a multiple dwelling. He/she is also automatically appointed building fire warden. Appointment will be in writing from the housing office. A copy of the appointment letter will be retained by the Housing Office. BCs are responsible to the AC and AAC for the performance of all assigned duties.

b. BCs will contact their AC within two working days after assuming responsibility.

c. The BC is responsible for the following:

(1) Appoint SCs/FCs in writing. The senior occupant in the stairwell/floor should be the coordinator for that stairwell/floor. See Appendix E for Sample Stairwell Coordinator Appointment. Counsel SCs/FCs quarterly regarding their responsibilities. See Appendix I for Sample Counseling Checklist.

(2) Inspect stairwells, laundry rooms, general police (dumpsters), etc., weekly.

(3) Resolve all matters concerning the common welfare of the occupants of their building.

(4) Coordinate activities of occupants in programs aimed at improving living conditions. All newly appointed BCs should hold a meeting with all occupants as soon as possible after appointment.

(5) Familiarize new Family sponsors, OQ, SEQ, and EQ occupants, with regulations and policies governing USAG Baumholder operations of the building and stairwell/floor within 72 hours of their arrival.

(6) Survey the building and surrounding area to determine work necessary to achieve cleanliness and attractiveness, including eliminating mud holes, seeding lawns, repairing and policing garbage area, fences, and removing mud from exterior walls. Material not available through the U-Fix-It Store may be obtained by submitting a Facilities Engineering Work Request (DA Form 4283) to the DPW.

(7) Deal directly with sponsors when possible. FM's are subject to all of the paragraphs of this directive, but they are not subject to the Uniform Code of Military Justice (UCMJ). **Family members of the BC or SC will at no time act as the BC or SC, nor will they issue instructions in his/her name.**

(8) Appoint an Acting BC if you will be absent for 7 days or more. A SC/FC may be appointed as a temporary BC. The AC and Housing Manager will be advised of such action by providing them with a copy of the temporary assignment order. See Appendix D for Sample Temporary Building Coordinator Appointment.

d. Specific duties of the BC are:

(1) Enforce the provisions of this directive and all other lawful regulations. Issue Housing Citations to residents that are not in compliance with this directive and/or other appropriate guidance. See Appendix G for Sample Housing Violation.

(2) Inspect common areas, unoccupied maid rooms, and storage rooms at least monthly to ensure the elimination of fire, health, safety hazards and the return of excess Family Housing furniture to the Furnishings Branch. Use the checklists at Appendix H for building inspections and forward a copy of all completed checklists with the monthly report to the AC the first week of each month.

(3) Ensure that electrical distribution, heat exchange, and stairwell storage closets are not used as storage rooms under any circumstances.

(4) Report all unauthorized or unregistered personnel living in maid rooms or military quarters to the Housing Office. Multiple occupancy of military quarters is prohibited. Visitors are welcome and considered guests of the Family. Guests are authorized to stay with a family for a period not to exceed 90 days, unless written approval is obtained from the United States Army Garrison Commander. Permitting anyone other than legal FM's of

the household or bona fide guests to occupy quarters or maid rooms is a misuse of government property. This includes subletting space, conducting private business, or allowing persons barred from the United States Army Garrison to occupy quarters. If questioning about a private business venture, ask the occupant for a copy of their USAG Baumholder authorization to conduct the business.

(5) Call in work or service orders to DPW Work Order Section, DSN: 485-6133 or civilian 06783-66133 06783-66180 for all deficiencies in the common use areas, to include washers and dryers.

(6) Coordinate the police and cleaning of common areas with SC/FCs. If deemed necessary, schedule the use of common areas such as laundry rooms to ensure equitable availability to all occupants.

(7) Institute utility conservation practices, i.e., turning off lights when not needed, closing doors and windows in cold weather, and controlling outside faucets to eliminate waste. Enforce recycling procedures and proper use of recycling containers.

(8) Ensure that the police and maintenance of areas surrounding the building including the garbage area is conducted. Prepare and conduct a continuous building and grounds beautification program. Ensure that snow and ice are removed from the entrance steps and sidewalks as soon as possible.

(9) Post the Housing Chain of Command and the building SOP, if applicable, on the first floor landing of each stairwell. Post changes as soon as they occur. See Appendix J for Sample Chains of Command.

(10) Report privately owned vehicles belonging to US personnel that do not bear USAREUR license plates or are apparently/obviously abandoned to the provost marshal so that appropriate actions may be taken.

(11) Conduct written counseling for any sponsor who refuses to abide by the rules, to include failing to ensure the cooperation of his/her Family members in his/her absence.

(12) All windows in unfinished attic areas are to be kept closed at all times to prevent birds from entering and nesting in these areas. Consult the DPW Fire Department and the Safety Office for more information on hazardous materials.

(13) Sign hand-receipts for government-furnished garden tools.

(14) Building Coordinators should contact the U-Fix- IT Store, Bldg. 8218, for issue and/or replacement of these items (depending upon availability of funds):

<u>ITEM</u>	<u>QUANTITY</u>
Broom, Push Type	1 per stairwell
Broom, Straw	1 per stairwell
Dust Pan	1 per stairwell
Lawn Rake	1 per stairwell
Shovel, Snow Removal	1 per stairwell
Mop	1 per stairwell
Mop Bucket	1 per stairwell
Garden Hose	1ea
Grass Cutting Shear	1ea
Salt	1 bag per stairwell (Winter Months)

(Note: Power lawn mowers are available for cutting large areas. Access to power lawn mowers must be coordinated with the Lawn Mower Shop, Bldg. 8165.)

(15) Control keys and usage of common-use rooms.

(16) Building Coordinators will receive from the Facilities Branch, Housing Office, all keys to common-use storage rooms, basement exit doors, bulletin boards, etc. **Departing Building Coordinators will return all keys to**

**the Housing Division Facilities Branch.**

(17) Entry into utility and mechanical rooms is prohibited. Doors to these rooms must be locked at all times. In the event of an emergency or to report unusual noise from these rooms, contact the Engineer Work Reception Desk at 485-6133.

(18) Coordinate a roster for common area cleaning and grounds maintenance, or collect a fee from residents to pay a private contractor for the completion of these responsibilities. Coordinate the cleaning and maintenance requirements with the SCs/FCs. Minimum areas to be cleaned/maintained are as follows:

(a) Building Exterior: Concrete sidewalks, outside steps, building entrances, rear and side basement steps, parking lots and dumpster areas will be swept weekly. Lawns will be mowed regularly to enhance the appearance of the area. BCs are responsible for maintaining grounds within a distance of 50 feet from their assigned building, or half-way to the next family housing building, whichever is less. Outside glazed surfaces of stairwells will be cleaned weekly. In winter, sidewalks will be shoveled and a minimum sanding/salting done to avoid ice accumulation.

(b) Building Interiors: Ensure that all common surfaces are kept clean, including stairwell railings, door entrances, hallways, stairwell steps, basement common floors and connecting attic floors with open access. BCs will ensure that stone floors/staircases are not waxed; even non-slip wax products are prohibited from use on stairways and floors in quarters.

(19) Enforce the Community Separate or Recycle Trash (SORT) Program. See paragraph 5-1 for details.

(20) Control Resident POV Parking Allocations.

(a) One parking space has been allocated per apartment in all government owned housing areas. Housing residents and their guests are prohibited from parking in spaces designated for other housing residents without the permission of the resident to whom the space is assigned.

**(b) Privately owned vehicles will not be parked in any manner that will impede the emptying of trash containers.**

(c) Trailers, camping trailers and/or other recreational vehicles are to be parked in an area designated by the Installation Coordinator.

(21) Receive and resolve complaints and problems. See paragraph 3-2 on procedures for complaint resolution.

(22) Complaints based on unsanitary or other unsatisfactory conditions in Family housing/OQ/SEQ/EQ units beyond resolution by the Housing Area Chain of Command will be reported in writing to the Commander, USAG Baumholder, along with all available information. The Commander will direct the sponsor's Unit Commander to inspect the quarters.

(23) Inspect all fire extinguishers monthly. Turn in fire extinguishers due for annual inspection or those that have been discharged to the Baumholder Fire Department for service.

**2-6. Stairwell/Floor Coordinator (SC/FC).**

a. SCs/FCs will assist the BC in performing all his/her responsibilities and duties as stated in paragraph 2-5. The tenure of the SC/FC will be indefinite, until departure from the community, reassignment to other quarters or until properly relieved for cause by the BC. SCs/FCs and alternates will be appointed in writing by the BC. A current roster of all SCs/FCs will be maintained by the BC and provided to the AC. The SC/FC is responsible for the following:

(1) Establish clean-up rosters eight weeks in advance and post them on the first floor landing. Rosters should be in weekly intervals (Monday through Sunday).

(2) Inspect stairwells/floors and general police daily. Supervise grass cutting and snow removal as needed.

(3) Enforce the provisions of this directive and all other lawful regulations. Issue Housing Citations to residents that are not in compliance with this directive and/or other appropriate guidance and provide a copy to the BC. See Appendix G for a sample Housing Violation.

## **2-7. Quarters Sponsors and Family Members.**

a. Sponsors are responsible for the actions and conduct of their Family, guests, domestic employees, and pets. They must instruct and impress upon the minds of those persons living in their household the importance of harmonious living. Occupants will give the BC and SC/FC their fullest cooperation in all matters concerning the common welfare of the occupants of their building.

b. Occupants of temporary quarters have the same privileges and responsibilities as occupants of permanent quarters.

c. Sponsors will report directly to the Housing Office all personnel actions affecting their housing records (i.e. promotions, demotions, change in marital status, change in family size, receipt of PCS/ETS orders, and departure of FMs).

d. Sponsors will ensure that his/her household adheres to the following to ensure cooperation and consideration of other occupants:

(1) Storage rooms will be kept clean, locked and free of material constituting fire hazards.

(2) Occupants will adhere to laundry and cleaning schedules established by the BC.

(3) Laundry rooms will be kept clean and free of empty boxes/bottles, excess cleaning equipment/ components and/or cleaning solutions. Laundry rooms will not be used to store privately owned laundry appliances and other materials. Children under 12 years of age should not perform laundry tasks. Laundry rooms will be secured when not in use. Washers will not be utilized to dye clothing or other fabrics.

(4) Comply with the community Separate or Recycle Trash (SORT) Program. Garbage will be placed inside dumpsters and will not be left in hallways, stairwells, or other common areas. Parents will ensure that their children, when given the task of garbage removal, properly deposit it in the common garbage cans. Cleanliness and police of the garbage areas and garbage cans is the joint responsibility of all occupants. Children will not play in the garbage areas or remove boxes or other materials from the garbage area.

(5) Bedding, rugs, mops, laundry, and other such items will not be shaken or hung out of windows or on balconies. Trash and other items will not be thrown out of the windows or from the balconies.

(6) Outside radio or television antennas will not be installed. Sponsors may submit a request to the Housing Manager to install satellite antennas. It may only be attached on a temporary basis. All expenses to include installation, maintenance, removal, and property restoration costs are the responsibility of the owner/occupant.

(7) Security, police, sanitation, and maintenance of buildings and grounds, laundry rooms, and all common areas are the joint responsibility of all occupants.

(8) Damage to shrubs, flowerbeds, grassed areas, fences, sidewalks, or common areas of buildings will be reported immediately to the BC.

(9) Loose objects will not be placed on outside windows or balconies. Privately owned flower boxes may be suspended from balcony railings provided they are supported.

(10) Local national employees of the DPW will not be given gratuities.

(11) Sponsors will report problems, complaints, violations of regulations, acts of vandalism, and misconduct to his/her SC/FC.

(12) Each sponsor is authorized one reserved parking space. Parking of vehicles larger in length and width than the parking space is unauthorized. Families with more than one vehicle will not park in areas designated for other building occupants. All excess parking above the one-per-sponsor rule is designated open or visitor parking.

(13) Occupants are responsible for maintaining the interior of their quarters and all government property there in good condition. No additions or alteration to the exterior/interior of quarters will be made without written authority from the DPW. Items will not be stored on balconies. Government issued furniture will not be stored; excess furniture will be turned into the Furnishings Branch.

(a) If the sponsor is absent from the community area (i.e., leave, TDY, field duty, deployment, etc.), the Family members will be responsible for the maintenance of the common use areas.

(b) Maintenance deficiencies in housing units should be reported to the Work Order Section (DSN 485-6133 or civilian 06783-66133).

(c) Objects such as flower boxes or pots will not be placed on the outside window ledges of apartment buildings unless firmly attached. Flower boxes may be placed on the inside or outside of balconies and other areas, as occupant desires.

(d) The installation of window air conditioning units are not authorized in family housing units/OQ/SEQ/EQ unless a valid medical need exists and approval is obtained in writing from the Housing Manager. If a valid medical need exists, a request along with substantiation from a medical doctor must be submitted to the Housing Manager. All costs for the installation and the removal of the unit will be at the cost of the resident.

(e) The installation and use of personally owned waterbeds in government controlled housing units/OQ/SEQ/EQ is prohibited without prior approval of the Housing Manager.

(f) Smoking in designated areas. Residents are not permitted to smoke in stairwells/hallways, laundry rooms, attics or other common use areas of Family housing buildings or OQ/SEQ/EQ.

(14) Residents will not perform major repairs or maintenance on motor vehicles in the housing area. Minor maintenance may be done if there will be no environmental impact and the owner cleans the area afterwards. Draining of oil, grease, antifreeze, etc., onto parking areas or lawns is strictly forbidden.

(a) Vehicles inoperable for a period of seven days or more will be moved to the vehicle holding lot at the owner's expense.

(b) POVs not displaying USAREUR license plates will not be parked in government housing.

(c) Washing of vehicles with water and biodegradable solutions is permitted in the housing areas. For environmental reasons, soap or detergents that are not biodegradable will not be used for washing vehicles. Vehicles may not be washed with continuously running water hoses.

(d) Residents are not permitted to start their automobile engines and let them idle in order to warm up. This is a violation of host nation environmental laws and violators are subject to fines.

(15) Control of children. Parents/guardians are responsible for the control, supervision, and discipline of their children. Parents may be held pecuniarily liable for destruction of or damage to government or private property by their children. Children will not play on balconies or in stairwells.

(16) Use of any type of fireworks and/or firearms (including BB and pellet guns) in the housing areas is strictly forbidden.

(17) Control of pets. See paragraph 4-3, Care and Control of Pets, and 4-4, Pet Walk Areas.

(18) Registration and control of domestics. The employer/sponsor is responsible for the recruitment, registration, management, payment, and proper behavior of domestic employees. He/she is also responsible for compliance with mandatory provisions of German Civil Law governing employment of servants.

e. Family Members (FM). FMs residing in government controlled Family quarters are responsible to the USAG Baumholder Commander through their sponsor for complying with all regulations pertaining to Family quarters, reporting violations of regulations, acts of vandalism, and acts of misconduct by others to the sponsor, and fostering good community relations. When the sponsor is not available in a reasonable period of time the BC/SC will deal directly with the senior FM present.

f. Complaints. In general, problems or complaints arising as a result of community living may be resolved in a routine manner. The following procedures will be strictly adhered to:

(1) The sponsor will consult regulations referenced herein to determine if the solution is provided.

(2) The sponsor will submit problems and complaints to the appropriate SC/FC for resolution.

(3) Unresolved problems will be submitted fully documented, giving date, time, witness, etc. in writing to the BC. He/she will review the documents and attempt to resolve the problem. If unsuccessful, he/she will add his/her comments and forward all data to the AC.

(4) Complaints that cannot be resolved at a lower level will be endorsed to the USAG Baumholder Commander. These complaints will be initiated by the sponsor, endorsed by each individual in the housing chain of command, and will contain recommendations concerning possible solutions and a list of actions taken. Complaints based on unsanitary conditions within military quarters that cannot be resolved by the housing chain of command will be reported in writing to the USAG Baumholder Commander with available supporting information. In cases of this nature, the unit commander of the complainant will be required to inspect the quarters.

g. Report to the Military Police Desk Sergeant any individual soliciting in the housing area without proper authorization.

## **2-8. Housing Manager.**

a. The Housing Manager is located in the Housing Office, Bldg. 8876. The Housing Manager is responsible for the following:

(1) Appoint Area, Assistant Area, and Building Coordinators on written orders.

(a) Personnel assigned as chaplains, lawyers, inspector generals, doctors, dentists, criminal investigation division (CID) special agents, CID supervisory personnel, DPW staff, and military police will not be appointed to any duties except on a voluntary basis.

(b) Occupants of temporary quarters (unless assigned on a permanent basis) will not be appointed duties as AC, BC, or SC/FC.

(c) Sponsors appointed to the housing chain of command will not simultaneously occupy more than one position (i.e. BC and SC/FC).

(d) Personnel with less than one year remaining in the command will not be appointed as AC or BC.

(e) The Garrison Commander may waive all normal exceptions during times of deployment.

(2) Issuing letters of warning to residents for failure to comply with this directive or other pertinent guidance.

(3) Conducts initial Area, Assistant Area, and Building Coordinator training upon assignment to these duties.

(4) Attend Town Hall meetings.

## **CHAPTER 3 – MISCONDUCT IN MILITARY QUARTERS AND REPORTING PROCEDURES**

### **3-1. Types of Misconduct in Military Quarters.**

a. The Housing Area Chain of Command (see paragraph 2-1) exercises control over quarters residents. Residents are required to cooperate with the Housing Area Chain of Command to ensure order and solve problems at the lowest level possible. Cooperation with the Housing Area Chain of Command will preclude unnecessary involvement of the Military Police, potentially leading to avoidable administrative or legal action against sponsors, Family members or guests. The Housing Area Chain of Command should solve routine and minor discipline problems, including but not limited to, the following:

- (1) Minor breach of the peace (i.e. excessive noise).
- (2) Littering.
- (3) Parking disputes.
- (4) Fighting among children.
- (5) Minor disputes between neighbors.
- (6) SORT/Recycling violations.
- (7) Minor infractions of this directive.
- (9) Failure to properly care for/clean government quarters common use areas.
- (10) Failure to cooperate with the Housing Area Chain of Command.

b. The Housing Area Chain of Command should immediately refer the below listed types of problems (the list is not intended to be all inclusive) to the Military Police:

- (1) Assaults.
- (2) Domestic disturbances.
- (3) Damage or personal injury caused by pets.
- (4) Interactions with seriously intoxicated persons.



(5) Other incidents believed to require trained professionals and/or the possibility of physical confrontation.

(6) Vandalism to personal property. Residents in quarters may in some cases be entitled to file a claim for vandalism damage to their personal property. Claims procedures require claimants to submit a copy of a Military Police report to substantiate their claims. For this reason, the Military Police should be notified in all cases of vandalism to personal property to properly document the incident and to ensure that the claimant's interests are protected.

### **3-2. Reporting Procedures for Misconduct in Military Quarters.**

a. Problem resolution for items listed above, without Military Police intervention, and problems of similar magnitude, should generally follow the steps outlined below:

(1) Discussion by affected Stairwell/Floor Coordinator(s) with those involved to achieve voluntary cooperation/resolution.

(2) Unresolved problems should be immediately brought to the attention of the BC and AC as necessary. Situations presented to the BC or AC will be submitted in writing along with an evaluation by the SC/FC concerning the incident and recommendations for resolution. The AC and BC could issue a Housing Violation Memorandum to the offender and counsel him/her regarding the violations. See Appendix G for sample Housing Violation.

(3) Area Coordinators will forward still unresolved problems, particularly difficult and/or sensitive problems, to the SIC. A copy of the correspondence will also be provided to the USAG Baumholder CSM and Housing Manager. Likewise, incidents involving repeat offenders should be handled in the same procedure.

b. Utilizing the problem resolution steps outlined above, the following remedies are available:

(1) Counseling by the Housing Area Chain of Command. Many problems only need an unbiased party to mediate disputes.

(2) Directing compliance by any responsible official in the housing Area Chain of Command.

(3) Issuance of a Housing Violation Citation by Area/Assistant or Building Coordinator.

(4) Issuance of a Housing Violation Citation by the Garrison Commander. See paragraph 5-5 for information on the USAG Baumholder 3-Strike Rule.

(5) Recommending punitive action for Soldiers under the Uniform Code of Military Justice (UCMJ).  
ADDITIONALLY, SPONSORS MAY BE HELD FINANCIALLY LIABLE FOR THE TOTAL AMOUNT OF ANY DAMAGES TO GOVERNMENT PROPERTY CAUSED BY THEIR ACTIONS OR THE ACTIONS OF THEIR FAMILY MEMBERS OR GUESTS.

## **CHAPTER 4 – HOUSING POLICIES**

### **4-1. Noise Control.**

a. The intent of this policy is to reinforce German law as closely as possible and to promote harmony in our communities and living areas. All individuals within the Baumholder community have the right to expect peace and quiet; acts of excessive noise will not be tolerated.

b. During quiet hours, sound from people and equipment (stereos, TVs, portable sound systems) will not be so loud that the noise can be heard in adjacent rooms, quarters or buildings. Quiet hours are:

(1) For the Baumholder Military community (includes Smith, Strassburg, and Neubruecke housing):

2200 – 0600 Sunday through Thursday

2300 – 0600 Friday and Saturday

(2) For persons living in the German community:

1200 – 1500 Monday through Saturday  
2000 – 0700 Monday through Saturday  
2000 – all “outside” noise ceases  
2200 – all “inside” noise ceases  
0001 – 2400 Sundays and German holidays

c. Within any buildings where persons live, most noises can be tolerated during normal hours (0600 – 2200). However, at no time will sound equipment be turned up loud enough to disturb anyone in adjacent rooms, quarters or buildings. Military members, civilian personnel, or their Family members will not carry portable sound systems in public while broadcasting externally. Additionally, car stereo systems will not be operated in a manner that produces excessive noise. Excessive noise is defined in USAREUR Reg 600-1 as sound louder than that needed by an operator of normal hearing.

d. Sound equipment will not be played outdoors or in public places on post unless approved by the USAG Baumholder Commander. The sound will not be so loud as to disturb other persons.

e. Recommendations to reduce noise in living quarters:

(1) Carpet those areas that are most heavily used to absorb noise.

(2) Check with neighbors to set volume levels on sound equipment to determine a tolerable range.

(3) Make complaints against violators to stairwell/building coordinators and as a final resort, to the Military Police.

**4-2. Control and Supervision of Children.**

a. For guidance regarding the supervision of children, see the chart at Appendix B and C. Parents will control their children to avoid the following:

b. Playing in stairwells, attics, basements, open windows, and on building roofs or ledges.

c. Playing in streets, parking areas or parking lots.

d. Playing in or around the trash dumpsters.

e. Digging in or damaging landscape and lawn areas.

f. Damaging, dirtying or defacing buildings.

g. Leaving bicycles, wagons and toys in entrances, stairwells, hallways, or on sidewalks.

h. Entering boiler or utility rooms.

i. Climbing or damaging trees within the housing area.

j. Firing air rifles or pellet guns, throwing rocks, shooting arrows, flying motor-driven planes, or playing with dangerous objects.

k. Use of fireworks, firearms, razor blades, knives or explosive devices in government housing areas is strictly prohibited.

1. Erecting obstructions on lawns such as tents, small wading pools, etc., are permitted subject to the following restrictions:

(1) Tents will not be left on the lawn longer than seven days.

(2) Wading pools will not be left in the same position for extended periods of time (doing so kills grass beneath the pools).

#### **4-3. Care and Control of Pets.**

a. Pet owners will ensure their pets are properly cared for and maintained in a manner so that they do not become a hazard or risk to other members of our community.

(1) No more than two dogs or cats or combination thereof are authorized per Family housing unit. Pets are not authorized in BOQ/SEQ/EQs.

(2) Other domestic pets, including goldfish, hamsters, and birds, may be kept in AFH. Exotic pets (i.e., snakes) are prohibited.

b. Owners will register their pets with the Baumholder Veterinary Clinic within two weeks of acquisition or arrival in the command. Registration tags will be securely attached to the pet's collar. Vaccination for rabies is required annually as prescribed by current regulations. All pets should be vaccinated for other diseases as specified by the Veterinary Clinic (e.g. distemper, parvo virus, feline leukemia, etc.).

c. Dogs will be kept on a leash when outside. Voice control is not allowed in lieu of a leash. Any dog with a record of unprovoked biting, snarling, or threatening/aggressive behavior will be muzzled and kept on a short leash when outdoors. Young children under the age of 12 without adult supervision will be considered incapable of controlling the pet(s). In Rheinland-Pfalz, the following breeds are considered vicious and will be muzzled and restrained when outdoors: Pitbull Terriers, American Staffordshire Terriers, and Staffordshire Terriers.

d. Cats will not be permitted to roam freely. When not in the quarters, cats will be required to be on a leash or in a carrier.

e. Pets will not be exercised in the immediate vicinity of the housing areas. They will not be allowed to relieve themselves on balconies, playgrounds, or within 50 feet of Family quarters. Pet owners will clean up excrement created by their pet. Pet owners are required to carry a feces bag when outdoors with their pet.

f. Pets will not be tied to stair railings, pipes, shrubbery, and trees or kept in fenced playgrounds where small children may congregate. Pets will not be left unattended on balconies.

g. German Law imposes strict liability on the animal owner or keeper for damages to public property, private property, or personal injury caused by his/her pet. Liability insurance may be appropriate; however, legal advice should be sought before purchase.

h. Pet owners will transport any pet that is involved in a biting incident to the Veterinary Clinic within 72 hours of the incident for an examination. Unit commander/supervisors will be notified of any failure of a pet owner to have the pet examined within the required time. Any pet involved in an unprovoked bite incident may be subject to removal from government housing. This will be on a case-by-case basis. Any pet involved in a second unprovoked bite incident will be removed from government housing.

i. In cases where owners are negligent in pet care or supervision, immediate action will be taken to have the pet removed from the area when appropriate.

j. If it is believed that the animal is in danger, or if the pet is sufficiently noisy to disrupt the peace and quiet of other residents, and extensive efforts to locate the owner have been unsuccessful, the unit commander/civilian supervisor will be contacted and will accompany MPs into the quarters. The unit will take control of the animal.

l. If the pet owner is going to be absent from the quarters for an extended period of time, they must make arrangements for proper care of the pet. The owner is responsible for informing the stairwell coordinator of the person(s) that will be responsible for the pet if the pet is left in the quarters. Personnel responsible for pet abandonment incidents will be subject to disciplinary action by both military and civil authorities.

m. The Provost Marshal is responsible for investigating reports of animal maltreatment and/or abuse, and complaints of dog/cat bites and barking dogs. The Provost Marshal will refer incidents of animal abuse to the Veterinary Clinic and the German Society for the Prevention of Cruelty of Animals, as appropriate. The Veterinary Clinic will examine any pet suspected of being abused or neglected to determine the health of the animal. A Military Police report will be prepared and forwarded to the owner's commanding officer/civilian supervisor for necessary action.

#### **4-4. Pet Walk Areas.**

a. The Housing Division Manager will designate open grassy areas as pet walk areas within all housing areas. Pet walk areas will be located as far as possible from playgrounds, dwelling units, athletic fields, schools, or day care facilities. Signs provided by Directorate of Public Works (DPW) will clearly identify the area as a pet walk area.

b. Pet Owners Responsibilities:

(1) Dogs will be kept on a leash and be accompanied/controlled by a responsible person when outside. Any animal with a record of uncontrolled biting or vicious behavior will be muzzled and restrained on a short leash when outside.

(2) Pet owner will clean up excrements created by their pet, place it in a plastic bag and dispose of the bag in a dumpster. This applies to all areas, including designed pet walk areas.

(3) The grass cutting of the pet walk area is assigned by the Area Coordinator to a specific Building Coordinator. The Building Coordinator of the building assigned will ensure the grass cutting is completed as needed to ensure a high standard of police and sanitation.

c. The USAG Baumholder has established an area that pet owners can go to in order to let their dog(s) off the leash. The location is a fenced-in area next to the Veterinary Clinic.

#### **4-5. Baumholder 3-Strike Rule.**

a. USAG Baumholder uses the 3-strike rule to ensure that occupants of military quarters follow the standards of police, sanitation, and discipline set forth in this handbook.

b. Citations are issued by the garrison commander upon receipt of documentation that a Soldier, Family member, or guest has failed to comply with the standards of conduct for military quarters. Documentation normally consists of military police reports, notification from building/area coordinators, or inspections by housing personnel. Copies of all citations are forwarded to the chain of command.

(1) First Offense Citation (Strike 1). Upon receipt of documentation of a failure to comply with housing standards on a Soldier or member of his/her household, the garrison commander will issue a citation memorandum to the sponsor of the military quarters. The Housing Office will forward copies to the building coordinator and chain of command.

(2) Second Offense Citation (Strike 2). Upon receipt of documentation of a second failure to comply with housing standards, the garrison commander will issue a second citation memorandum. The battalion CSM will also be notified by the garrison CSM.

(3) Third Offense Citation (Strike 3). Upon receipt of documentation of a third failure to comply with housing standards, the garrison commander will issue a termination of housing memorandum. Upon receipt of the memorandum, the Soldier will have 30 days to vacate the quarters. The Soldier will not be authorized housing allowances to live off-post.

c. Sponsors are responsible for the actions of their Family members and guests at all times.

d. There are times when allegations are made between neighbors and specific violations cannot be substantiated. When actions such as these occur and fault cannot be determined, all involved Families will be issued citations for failing to live harmoniously.

#### **4-6. Visitors in Family Housing.**

a. Visitors who are guests of Family housing occupants will be considered guests for a limited period, generally not to exceed 90 days. Bona fide guests may be Soldiers with their duty station in the community where the quarters are located. They may also be on a housing waiting list for either government or economy quarters. In instances where relatives or guests are in government quarters in excess of 90 days, exception to policy must be submitted to the USAG Baumholder Commander.

b. A member of household is defined as a close relative of a member of the US Army, or of a civilian component of the US Army assigned or employed in Germany, who is financially, or for reasons of health, dependent on, or supported by, and residing on a permanent basis with such members; and who is in Germany with the consent of the Commanding General, USAREUR.

c. According to USAREUR Supplement 1 to AR 420-1, a Family member is an individual qualified for dependency benefits as established by AR 55-46 and DOD Military Pay Allowances Entitlement Manual. This includes unmarried children more than 21 years old who have not passed their 23<sup>rd</sup> birthday and are full-time students who are dependent on their sponsor for more than 50% of their support. Married and unmarried children who have passed their 23<sup>rd</sup> birthday are not considered dependents unless they qualify as a member of the household.

d. Government Family Quarters and buildings used to accommodate military Families are for the sole use of military and/or civilian personnel assigned to the quarters and their bona fide guests. Other personnel are not authorized entry into a Family housing building to include laundry rooms, storage areas, stairwells, attics, basements, or other interior spaces.

f. Solicitors invited to the homes of personnel living in government quarters will be in possession of AE Form 210-70E (USAREUR/USAFE Commercial Solicitation Permit).

g. Grounds keepers, electricians, carpenters, and other facility engineer and contractor personnel will enter Family housing buildings only when necessary to accomplish assigned duties or work orders. Except for authorized and designated facility engineer break areas, entry to buildings for coffee breaks, use of facilities, or because of adverse weather conditions is prohibited.

h. Unauthorized personnel found loitering in Family housing buildings will be detained by appropriate authorities.

#### **4-7. Visitors in OQ/SEQ/EQ.**

a. Visitors who are guests of occupants will be considered guests for a limited time period, generally not to exceed one night or a weekend. In instances where relatives or guests are in OQ/SEQ/EQ in excess of one night or a weekend, an exception to policy must be submitted to the Housing Division, Customer Service Branch.

b. If occupant has an approved exception to policy and spouse/children stay ten (10) working days or longer, Housing Division will inform the Finance Office and soldier will forfeit his BAQ at the with-dependent rate for this time period.

c. If sponsor has an approved exception to policy and allows a visitor (other than spouse or child) to stay ten (10) working days or longer, it constitutes dual occupancy and the sponsor will pay a service charge.

d. Sponsors are responsible for their guests at all times. Guests are not authorized to use common area kitchens, washrooms, or otherwise infringe upon other occupants' rights or privileges.

e. Occupants are not authorized to sublet their quarters.

f. Unauthorized personnel found loitering in OQ/SEQ/EQ will be detained by appropriate authorities.

#### **4-8. Military Quarters and Deployment.**

a. Non-dependent Family members and guests may be allowed to reside in government quarters with the Family during the sponsor's absence. Sponsors must request approval in writing from the Garrison Commander. Requests must include the name and address of the individual(s). Approval of these requests will not authorize additional living space.

b. Family members may maintain assignment to government quarters and depart the area for an extended period of time. Sponsors must request approved from the Garrison Commander for retention of quarters if Family members are expected to be away from their quarters for more than 90 days. Prior to departure, the sponsor must:

(1) Make arrangements (by selecting a point of contact) for the continued care and upkeep of their assigned quarters including grass cutting and other yard work, stairwell responsibilities, security of quarters, and maintenance and repairs.

(2) Provide the POC with keys to the quarters for emergency purposes and for periodic checks of the quarters to prevent damage due to non-occupancy (i.e., frozen water pipes).

(3) Make arrangements for the care of any pets. Pets are not to be left in vacant quarters for any period of time.

(4) Notify the Housing Division of their departure plans to include projected length of absence, an emergency contact number, and information on the POC responsible for the quarters. Complete the Sample Appointment Letter at Appendix F and submit with the request to the Garrison Commander.

(5) If a POC is not provided and the spouse cannot be contacted, the Housing Division will coordinate with the Task Force Rock commander to contact the deployed Soldier prior to initiating termination of abandoned quarters procedures.

c. Soldiers living in BEQ/BOQs must terminate their quarters prior to deployment.

(1) Schedule a pre-termination inspection to determine any self help issues.

(2) Upon departure, turn keys over to a unit representative who will coordinate with Housing for final inspection and termination of quarters.

**4-9. Community Best Building for Spring and Fall Clean-up Selection.**

The selection for the Community Best Building for Spring and Fall Clean-up will be made by the Housing team. This team consists of the USAG Baumholder CSM, Housing NCOIC and two additional housing representatives. An inspection of the building will be done by the Housing team the day after Spring and Fall Clean-up. After the selection is made the Housing Office will notify the Department of Public Works (DPW) in writing so that the Community Best Building sign can be installed at the winning building. The Housing office will also ensure that the winners are recognized in the Herald Union and on the Command Channel. The DPW is responsible for the maintenance, installation and removal of the sign. The Community Best Buildings will be judged according to the overall outside appearance, cleanliness of the stairwells, basement, attic, and other common areas.

**4-10. Standards for Cleanliness for Terminating Family Quarters with Contract Cleaning.**

a. The following standards apply to Soldiers within the USAG Baumholder authorized government contract cleaning of their government quarters.

b. It is the responsibility of the USAG Baumholder DPW, Housing Division, to ensure that Soldiers clearing government Family housing follow these procedures.

c. The following standards are to assist Soldiers in preparing their quarters for termination. All residents from government quarters will be responsible to conform to the following standards:

- (1) Floor, Rugs and Installed Carpets: Sweep or vacuum all floors and rugs.
- (2) Walls and Ceilings: Remove all dirt, cobwebs, crayon marks, pencil marks, food, contact paper and so forth from the walls. Remove all nails and hooks.
- (3) Doors: Remove all dirt and stains on both sides.
- (4) Lighting Fixtures: Ensure all fixtures have operating light bulbs.
- (5) Cabinets, Closets, Drawers and Shelves: Remove all shelf paper, tape, staples, and tacks. Remove all food particles, trash, and personal items.
- (6) Refrigerator and Freezer: Defrost and wipe doors. Remove all food particles. Unplug and leave door open.
- (7) Range: Remove all burned/crusted-on food from accessible surfaces. Wipe down range.
- (8) Ventilation, Air Vents, and Range Hoods: Wipe down range hood. Wipe down air vent grills and replace filters as necessary.
- (9) Dishwasher: Wipe down interior and exterior surfaces.
- (10) Kitchen, Bathroom, and Toilet: Remove stains, lime, and mineral deposits and excessive soap residue from all equipment.
- (11) Trash Cans: Empty and remove any crusted-on garbage.
- (12) Upholstered Furniture: Wipe down and remove stains.
- (13) Wooden Furniture: Wipe down and remove stains.
- (14) Bedsprings, Box Springs, and Mattresses: Wipe down and remove stains.
- (15) Outside Area: Sweep and clear all debris, carports, patios, balconies, and walks. Remove oil or grease from paved areas. Accomplish normal yard maintenance.

(16) Storage Rooms and Cages: Remove all personal items and trash from storage area. Sweep floor and clean up trash.

(17) Miscellaneous: Remove all personal items before final inspection.

**4-11. Standards for Cleanliness for Terminating Family Quarters without Contract Cleaning.**

a. The following standard applies to Soldiers within the USAG Baumholder required to clean their own government quarters.

b. It is the responsibility of the United States Army Garrison, DPW, Housing Division, to ensure that Soldiers clearing government Family housing follow these procedures.

c. The following standards are to assist Soldiers in preparing their quarters for termination. Quarters must be left in a clean and orderly condition, ready for immediate reassignment. As a minimum, residents from government quarters will be responsible to conform to the following standards:

(1) Floor, Rugs and Installed Carpets: Sweep all floors. Remove stains, wax and dirt sediments. Damp mop floors. Clean areas under radiators and furniture, in corners, and along baseboards. Clean and vacuum all area rugs and installed carpet to remove dirt and spots.

(2) Walls and Ceilings: Remove all dirt, smudges, cobwebs, crayon marks, pencil marks, food, contact paper, and so forth from the walls. Remove all nails and hooks. All walls and ceilings painted with enamel paint will be thoroughly washed.

(3) Windows: Clean inside and outside surface of all windows and window frames so that they are free of spots, streaks, or film. Clean windowsills, curtain rods, and blinds. Clean all screens.

(4) Doors: Clean interior and exterior doors and frames so that they are free of dust, dirt, and stains on both sides.

(5) Lighting Fixtures: Ensure all fixtures have operating light bulbs. Clean all components, including incandescent bulbs, globes, and lamp shades to ensure that there are no insects, dirt, lint, film, or streaks.

(6) Cabinets, Closets, Drawers and Shelves: Remove all shelf paper, tape, staples, tacks, food particles, trash, and personal items. Clear and wash all surfaces so that they are free of dirt and stains.

(7) Mirrors: Clean to shine with no streaks.

(8) Radiators, Pipes, and Heating Vents: Wash radiators, pipes, and vent registers. Remove dirt, sediments, and stains.

(9) Refrigerator and Freezer: Defrost and wipe doors. Remove all food particles. Unplug and leave door open. Clean thoroughly on the inside and outside to include doors, door gaskets, sides, top, and area around coils. Clean and replace drain pan. Clean surface beneath, above, and behind appliance. Move appliance away from wall for cleaning and move back after cleaning.

(10) Range: Remove all burned/crusted-on food from accessible surfaces. Wipe down range. Clean all areas inside and outside to remove grease, dust, rust, food, tarnish, and cleaning streaks. Move range for cleaning areas under, above, behind, and on either side.

(11) Ventilation, Air Vents, and Range Hoods: Wipe down range hood. Wipe down air vent grills and replace filters. Completely remove grease, stains, and dirt sediments inside and outside. Clean or replace permanent filters.



(12) Dishwasher: Wipe down interior and exterior surfaces. Clean interior and exterior surfaces, door gasket, baskets, and soap dispenser. Remove mineral deposits in bottom of machine and on inside of door.

(13) Kitchen, Bathroom, and Toilet: Remove stains, lime, and mineral deposits and excessive soap residue from all equipment. Clean all equipment to include bathtubs, washbasins, toilet bowls, showers, mirrors, mirror shelves, towel rails, medicine cabinets, kitchen sinks, and related hardware. Clean wall and floor tiles. Polish all equipment, fixtures, and wall tiles to a streak-free shine.

(14) Trash Cans: Empty, remove any crusted-on garbage and clean.

(15) Upholstered Furniture: Wipe down and remove stains. Clean to remove lint, dust, and dirt. Remove spots and stains to the maximum extent possible.

(16) Wooden Furniture: Wipe down and remove stains. Clean to remove dust, dirt, food particles, and streaks. Lightly wax outside surfaces and polish to a shine. Clean doors and drawers to be free of dust, dirt, and other foreign matter. Remove drawers completely so that frames and rollers can be cleaned of dust and other particles.

(17) Bedsprings, Box Springs, and Mattresses: Wipe down and remove stains. Clean to remove dirt, dust, and other loose matter.

(18) Outside Area: Sweep and clear all debris, carports, patios, balconies, and walks. Remove oil or grease from paved areas. Accomplish normal yard maintenance.

(19) Storage Rooms and Cages: Remove all personal items and trash from storage area. Sweep floor and clean up trash.

(20) Miscellaneous: Remove all personal items before final inspection.

#### **4-12. Standards for Cleanliness for Terminating OQ/SEQ/EQ with Contract Cleaning.**

a. The following standards apply only to unaccompanied officers and senior NCOs who are serving an “all others” tour within the USAG Baumholder authorized government contract cleaning of their government quarters.

b. It is the responsibility of the USAG Baumholder DPW, Housing Division, to ensure that Soldiers clearing government OQ/SEQ/EQ follow these procedures.

c. The following standards are to assist Soldiers in preparing their quarters for termination. All residents from OQ/SEQ/EQ will be responsible to conform to the following standards:

(1) Floor, Rugs, and Installed Carpets: Sweep all floors. Sweep or vacuum all rugs and installed carpet.

(2) Walls and Ceilings: Remove all dirt, cobwebs, pencil marks, food, contact paper, and so forth from the walls. Remove all nails and hooks.

(3) Doors: Remove all dirt and stains on both sides.

(4) Lighting Fixtures: Ensure all fixtures have operating light bulbs.

(5) Cabinets, Closets, Drawers and Shelves: Remove all shelf paper, tape, staples, and tacks. Remove all food particles, trash, and personal items.

(6) Refrigerator and Freezer: Defrost and wipe doors. Remove all food particles. Unplug and leave door open.

- (7) Range: Remove all burned/crusted-on food from surfaces. Wipe down range.
- (8) Ventilation, Air Vents, and Range Hoods: Wipe down range hood. Wipe down air vent grills and replace filters.
- (9) Kitchen, Bathroom, and Toilet: Remove stains, lime, mineral deposits, and excessive soap residue from all equipment.
- (10) Trash Cans: Empty and remove any crusted-on garbage.
- (11) Upholstered Furniture: Wipe down and remove stains.
- (12) Wooden Furniture: Wipe down and remove stains.
- (13) Bedsprings, Box Springs, and Mattresses: Wipe down and remove stains.
- (14) Storage Rooms and Cages: Remove all personal items and trash from storage area. Sweep floor and clean up trash.
- (15) Miscellaneous: Remove all personal items before final inspection.

**4-13. Standards for Cleanliness for Terminating OQ/SEQ/EQ without Contract Cleaning.**

- a. This standard applies to soldiers within the USAG Baumholder required to clean their own OQ/SEQ/EQ.
- b. It is the responsibility of the USAG Baumholder DPW, Housing Division, to ensure that Soldiers clearing OQ/SEQ/EQ follow these procedures.
- c. The following standards are to assist Soldiers in preparing their quarters for termination. Quarters must be left in a clean and orderly condition, ready for immediate reassignment. As a minimum, residents from government quarters will be responsible to conform to the following standards:
  - (1) Floor, Rugs, and Installed Carpets: Clean, vacuum, and shampoo as necessary rugs and carpeting to remove dirt, lint, and spots. Sweep and damp mop floors. Remove stains, wax and dirt sediments. Clean areas under radiators and furniture, in corners and along baseboards.
  - (2) Walls and Ceilings: Remove all dirt, smudges, cobwebs, pencil marks, food, and contact paper from the walls. Remove all nails and hooks. All walls and ceilings painted with enamel paint will be thoroughly washed.
  - (3) Windows: Clean inside and outside surface of all windows and window frames so that they are free of spots, streaks, or film. Clean windowsills, curtain rods, screens, and blinds.
  - (4) Doors: Clean interior and exterior doors and frames so that they are free of dust, dirt, and stains on both sides.
  - (5) Lighting Fixtures: Ensure all fixtures have operating light bulbs. Clean all components, including incandescent bulbs, globes, and lamp shades to ensure that there are no insects, dirt, lint, film, or streaks.
  - (6) Cabinets, Closets, Drawers, and Shelves: Remove all shelf paper, tape, staples, tacks, food particles, trash, and personal items. Clear and wash all surfaces so that they are free of dirt and stains.
  - (7) Mirrors: Clean to shine with no streaks.

(8) Radiators, Pipes, and Heating Vents: Wash radiators, pipes, and vent registers. Remove dirt, sediments, and stains.

(9) Refrigerator and Freezer: Defrost and thoroughly clean the inside, outside, side, top, door, door seals, and area around coil. Remove all food particles. Unplug and leave door open. Clean and replace drain pan. Move appliance away from wall for cleaning and move back after cleaning.

(10) Range: Remove all burned/crusted-on food from accessible surfaces. Wipe down range. Clean all areas inside and outside to remove grease, dust, rust, food, tarnish, and cleaning streaks.

(11) Ventilation, Air Vents, and Range Hoods: Wipe down range hood. Wipe down air vent grills and replace filters. Completely remove grease, stains and dirt sediments inside and outside. Clean or replace filters.

(13) Kitchen, Bathroom, and Toilet: Remove stains, lime, mineral deposits, and excessive soap residue from all equipment. Clean all equipment to include bathtubs, washbasins, toilet bowls, showers, mirrors and mirror shelves, towel racks, medicine cabinets, kitchen sinks and related hardware. Clean wall and floor tiles. Polish all equipment, fixtures, and wall tiles to a streak-free shine.

(14) Trash Cans: Empty, remove any crusted-on garbage, and clean.

(15) Upholstered Furniture: Wipe down and remove stains. Clean to remove lint, dust, and dirt. Remove spots and stains to the maximum extent possible.

(16) Wooden Furniture: Wipe down and remove stains. Clean to remove dust, dirt, food particles, and streaks. Lightly wax outside surfaces and polish to a shine. Clean doors and drawers to be free of dust, dirt, and other foreign matter. Remove drawers completely so that frames and rollers can be cleaned of dust and other particles.

(17) Bedsprings, Box Springs, and Mattresses: Wipe down and remove stains. Clean to remove dirt, dust, and other loose matter.

(18) Storage Rooms and Cages: Remove all personal items and trash from storage area. Sweep floor and clean up trash.

(19) Miscellaneous: Remove all personal items before final inspection.

## **CHAPTER 5 – HOUSING AND GROUNDS MAINTENANCE**

### **5-1. Separate or Recycle Trash Program (SORT).**

a. To help protect our environment and conserve the substantial costs of refuse collection and disposal, the United States Army Garrison is proactively participating in the Headquarters, USAREUR Separate or Recycle Trash (SORT) Program.

b. The current refuse collection contract requires that paper, glass, and clothing be separated from other trash. All other items can be placed in the together and will be separated by the contractors. Distinctly marked trash containers have been provided exclusively for the collection of “Paper” and “Household Refuse” throughout the housing areas. They are emptied by the DPW on a regular, established schedule. Containers for glass and clothing are located at two consolidated recycle points, one on Smith Barracks in the lot below the commissary, and one in Wetzel near the Teen Center.

c. The following types of items should be placed in the appropriately marked containers:

#### **TYPE OF CONTAINER**

##### **PAPER**

Newspapers	Magazines	Flyers
Advertisements	Post-its	Envelopes
Computer Paper	Brown Paper Bags	Cardboard
Index Cards	Cereal Boxes without Liner	Food Boxes
Gift Wrapping Paper	Paper Egg Cartons	Books

**GLASS** (further separate by green, brown, and white)

Soda Bottles	Beer/Liquor Bottles	Juice Bottles
Drinking Glasses	Glass Food Jars	

**CLOTHES**

Clothing Coats/Jackets	Bedding	Shoes/Boots
------------------------	---------	-------------

d. The SORT Center is located in building 8725. The following types of materials will be accepted at this facility:

**HOUSEHOLD HAZARDOUS WASTE**

Air Freshener	Insecticides	Rust Remover
Antifreeze	Medicines	Scale Remover
Batteries	Mildew Remover	Shoe Polish
Brake Fluid	Mothballs	Solvents
Waxes/Polishes	Oils	Spray cans
Detergents	Oil Filters	Stain Removers
Disinfectants	Paint Cans	Turpentine
Drain Cleaners	Paint Remover	Thermometers
Fabric Softeners	Paints	Waxes
Fuels	Wood preservatives	Paint Thinners
Glues/Adhesives	Photo Chemicals	

**ELECTRICAL APPLIANCES**

Vacuum Cleaners	Radios	Stoves
Stereo Components	Computer Components	Ventilating Fans
Microwave Ovens	Refrigerators/Freezers	

e. The Strip Lot is located in building 8438. The following types of materials will be accepted at this facility:

**AUTOMOBILE PARTS**

Motor Components	Tires	Body Parts
Metal	Rims	Seats

f. The following types of materials will be picked up on Bulk Trash days. (See Housing Area Trash Schedule).

**FURNITURE**

Wood	Box Springs	Desks
Mattresses	Beds	

g. Compliance with the SORT Program is mandatory. Administrative and/or disciplinary action (including possible eviction from Family housing) will be taken against any residents identified who fail to comply with this program.

**5-2. Improvements to Quarters.**

a. Construction or erection of fences, sheds, antennas or anything fixed or attached to the building must have prior approval of the Housing Manager. Requests must be routed from the resident sponsor through the Building Coordinator to the Housing Manager. Requests submitted will include appropriate sketches and a description of

proposed materials to be utilized. A housing inspector will inspect the completed work.

b. Any fence that a resident constructs must be chain link, supported every two meters with a vertical post, supported horizontally on the top edge with a rigid support wire, have knee bracing on corner posts, be no more than two meters high, serve a designated purpose, and pose no safety hazard. Before clearing quarters, the sponsor must remove and dispose of all fencing materials and attachments that are not part of the real property inventory and restore the grounds to the original condition.

c. Upon vacating the assigned quarters, residents must remove any construction or additions (sheds, lockers, fences, etc.) and return the premises to its original condition unless a specific waiver is received from the Housing Manager. Failure to comply may result in restoration by the DPW and the resident held financially liable for the resulting costs of restoration. In accordance with AR 735-5, financial liability for damages to quarters is **NOT** limited to one month's base pay. Soldier's can be held financially liable for the entire amount of restoration. Soldiers leaving military service are subject to federal debt collection measures, including, but not limited to: confiscation of federal income tax refunds, denial of federal benefits (i.e., MGIB or VA loan guarantees), adverse credit reports and garnishment of wages.

### **5-3. Grass Cutting.**

a. As a general rule, grass will be cut until the next building or unit's area of responsibility, fence line, road, or other natural boundary is reached.

b. Assignments and Responsibilities:

(1) Housing. Residents are responsible for cutting grass within 50 feet of their building. Building Coordinators will establish rosters to ensure grass areas are maintained.

(2) Playgrounds. Playgrounds will be cut in the immediate area of the playground and five (5) feet around the perimeter. If two buildings share one playground they will also share the responsibility to cut the grass.

(3) Pet walk areas. Pet walk areas are assigned by the AC to specific BC. The AC will coordinate the task of grass cutting with the BCs.

(4) Areas of Public Interest. Areas of public interest, such as parks, clubs, schools, etc. are assigned by the USAG Baumholder Commander under the Overwatch Program to specific units. The Overwatch Agencies will contact their Overwatch Units to have the grass cutting accomplished.

(5) Large open areas and steep slopes. The DPW is responsible for cutting large open areas and steep slopes.

c. Cutting cycle. The cutting cycle for housing areas, playgrounds, pet walk areas, and areas of public interest depend on weather conditions, but is normally once a week.

d. It is imperative that each of us does our fair share in order to keep Baumholder a Community of Excellence.

### **5-4. Community Garage, Yard, and Attic Sales.**

a. Yard, attic, and similar type sales will be held twice a year, normally on the second Saturday of May and September. Dates will be coordinated by the USAG DHR. No prior approval is necessary. They will be conducted outside of government housing areas/buildings, in the basements or stairwells of these buildings. Privately scheduled sales by individuals or buildings are prohibited.

b. Community thrift shop may be used as an alternate means of selling personal property.

c. Restrictions.

(1) Merchandise for sale must be personal property of the individual conducting the sale. Items for sale may not be merchandise that is fabricated, produced, or purchased in volume for resale. Generally, items made in government facilities (i.e., in arts and craft shops, photo shops, etc.) which use government equipment and supplies are not authorized for resale.

(2) Sales of any items to non U.S. ID card holders are prohibited unless clearance has been obtained through the 560<sup>th</sup> MP Customs Office, Baumholder.

## **CHAPTER 6 – FIRE SAFETY AND PREVENTION**

### **6-1. Fire Order.**

a. In the event of a fire, the following should occur:

(1) The person discovering the fire will shout ‘**FIRE**’ and alert all personnel in the area. If the facility is equipped with a fire alarm system, push the button on the fire alarm box.

(2) In all cases, without delay, call the Fire Control Center at Mil 117 or BC 06783-2368. Remain calm and speak clearly. Give the exact location of the fire by building number, street address, type of fire, and your name and telephone number. The call will not be terminated until the operator at the Fire Control Center repeats all necessary information. For emergency medical services call Mil 116.

(3) Personnel assigned to the facility should attempt to bring the fire under control using the nearest portable fire extinguisher.

(4) Occupants should close all doors and windows, but not lock them. Unlock all doors in endangered areas and turn lights on. Attempt to remove flammable liquids, gas bottles, and hazardous material from the area. Remain calm and leave the building by the prescribed exit route in an orderly manner. Assemble outside at least 50 feet away from the building.

(5) Post a guide to direct the responding fire fighters to the scene of the fire.

### **6-2. Safety Precautions for BBQ Grills.**

a. Never use a portable grill or other open flame device on any balcony, or within five feet of any structural walls or flammable materials.

b. When cooking in authorized areas never leave the grill unattended.

c. Never add lighter fluid or flammable liquids to the fire after it is lit.

d. Never wear loose clothing around the grill when it is in use.

e. Never allow young children to play around the grill when it is in use.

f. Make sure that the coals are completely extinguished before disposal.

g. It is a good idea to have a fire extinguisher in the area as an added safety.

h. BBQ grills are not authorized to be stored in stairwells/hallways or basements.

### **6-3. Storage of Gasoline Powered Equipment.**

a. Occupants of Military Quarters may store gasoline powered equipment (with standard permanently attached fuel tanks filled with fuel) in garages, under carports, and in other areas where parking of motor vehicles is allowed.

b. Gasoline powered lawn mowers, motorbikes, outboard motors, and similar gasoline powered equipment

having fuel contained in fuel tanks will not be stored or parked inside inhabited buildings.

(1) Mopeds and other motorized vehicles are not authorized to be stored on balconies or in the interior of family housing buildings/OQ/SEQ/EQ.

(2) Motorcycles are not authorized to be stored in stairwells/hallways or basements.

c. Required maintenance will only be accomplished outside in free moving air and at least 25 feet away from the building. Gasoline powered equipment with emptied gasoline tanks will not be stored in staircases, hallways, and other unsecured common areas.

d. Cleaning/filling gasoline tanks will under no circumstances be done inside buildings.

#### **6-4. Lawnmower Shelters.**

a. The Building Coordinators will store their lawn mowers, weed eaters, gasoline and other garden equipment in the lawnmower shelter located near their building. No personal items will be stored in the lawn mower shelters.

b. The Building Coordinators will sign for the key to the lawn mower shelter from the Inspection Branch at the Housing Division.

### **CHAPTER 7 – HOME EMPLOYMENT AND BUSINESS POLICES**

#### **7-1. Home Based Business.**

a. Residents may operate a service home-based business in government controlled quarters as long as they are DOD civilians, Soldiers or Family members once they obtain approval. Examples of permissible home-based businesses include tutoring, singing, dance lessons, accounting and tax services; word processing; childcare and similar skills not involving the sale or resale of commercial goods. Residents may not have home-based businesses involving the sale of a commercial items (i.e., Tupperware, Avon products, Mary Kay cosmetics, Amway, etc.) due to host nation tax laws and the NATO SOFA.

b. The USAG Baumholder Commander is authorized to formulate policy for the regulation and supervision of home-based businesses. The Adjutant is responsible for the implementation of that policy and for the oversight of home-based businesses.

c. Commercial enterprises, agents, and solicitors engaging in transactions on DOD installations in USAREUR are governed by USAREUR Reg 210-70. Every company, agent or individual seeking to engage in commercial transactions must obtain approval from the Commander, 1<sup>st</sup> PERSCOM, to solicit on USAREUR installations. These businesses must also have local approval from the USAG Baumholder Commander.

#### **7-2. Family Child Care.**

a. AR 608-10 prohibits childcare in excess of ten hours per week on a regular basis in government owned/leased housing unless the provider is certified by Family Child Care (FCC). FCC certification is required regardless of whether or not an exchange of money is involved. This does not apply to the care given to children:

(1) In the home of or by the parent, guardian or blood relative. A blood relative is defined as a member of the sponsor's/spouse's Family that is related by blood and does not extend beyond first cousin.

(2) By individuals providing short-term intermittent child care in their home, when it does not on a regular basis exceed a total of ten child care hours per week.

(3) By an individual providing care in the child's home.

c. An FCC Home is an authorized Family housing unit, other than the child's home, in which a Family member

provides childcare to one or more unrelated children on a regular basis.

d. An FCC Provider is a Family member who has been certified to care for one or more unrelated children on a regular basis in an authorized Family housing unit.

### **7-3. Use of Live-In Domestic Employees.**

a. A live-in domestic employee is one who resides in the household to which services are rendered. One type of live-in domestic is the “nanny” or person who provides full-time child care services. Residents of Government controlled housing who indicate a desire to hire a live-in domestic will be provided a notice concerning the hiring of domestics.

b. The Administrative Law Division, Office of the Staff Judge Advocate will advise the Housing Manager on the legal requirements pertaining to live-in domestics and inform the Housing Manager if the requester is in compliance with applicable legal requirements.

d. Live-in domestics will not be permitted in government controlled housing until the Housing Manager has certified in writing that the housing resident has been properly advised of and is in compliance with pertinent laws.

e. Residents of government controlled housing will not be authorized a larger apartment for the purpose of providing space for a live-in domestic to reside. The bedroom authorization for government quarters is determined based only on the size and composition of the family.

## **CHAPTER 8 – COMMUNITY MEETINGS**

### **8-1. Town Hall.**

a. The USAG Baumholder Commander hosts periodic Town Hall meetings within the community. Building coordinators and housing residents are encouraged to attend. These meetings allow the flow of information and give residents a chance to bring up any concerns. Town Hall issues can be submitted at any time at <http://baumholder.army.mil/sites/locat/Townhall.asp>.

b. Building Coordinators should host a meeting within 14 days of being appointed. At this meeting building policies should be stated and stairwell/floor coordinators introduced. Additional meetings should be scheduled as needed.

c. Area Coordinators, Sub-installation Commanders, and the garrison commander may call meetings as required.



## APPENDIX A

### ORGANIZATION OF HOUSING AREAS

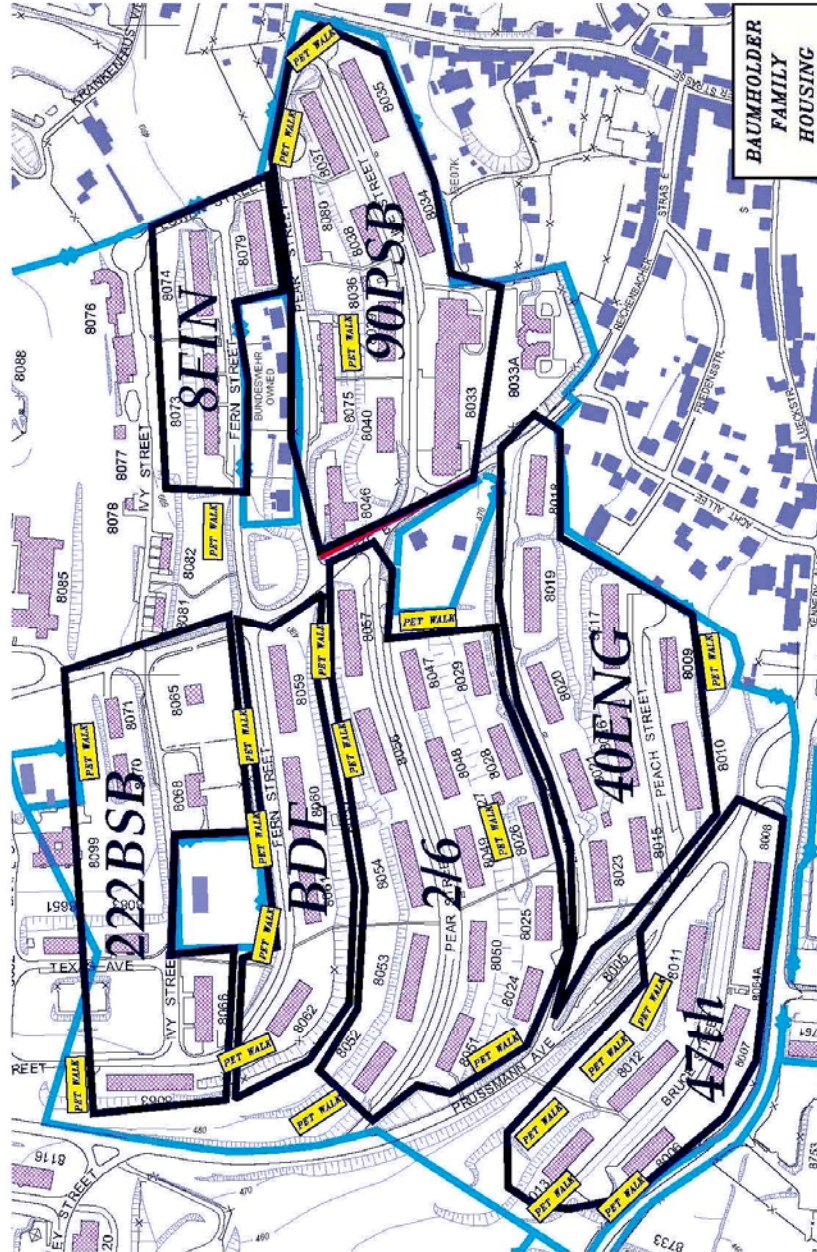
<u>AREA</u>	<u>LOCATION</u>	<u>BUILDING NUMBERS</u>
A	Smith Housing Area	8006-8092
B	Wetzel Housing Area	8804-8837
D	Neubrucke Housing Area	9974-9986
G	Idar-Oberstein Housing Area	9044-9061

### ORGANIZATION OF OQ/SEQ/EQ AREAS

<u>AREA</u>	<u>LOCATION</u>	<u>BUILDING NUMBERS</u>
A	Smith OQ/SEQ/EQ Area	8683-8697
B	Neubrucke OQ/SEQ/EQ rea	9961-9966
C	Idar-Oberstein OQ/SEQ/Q Area	9032-9034

## APPENDIX A

### Smith Housing Area Map



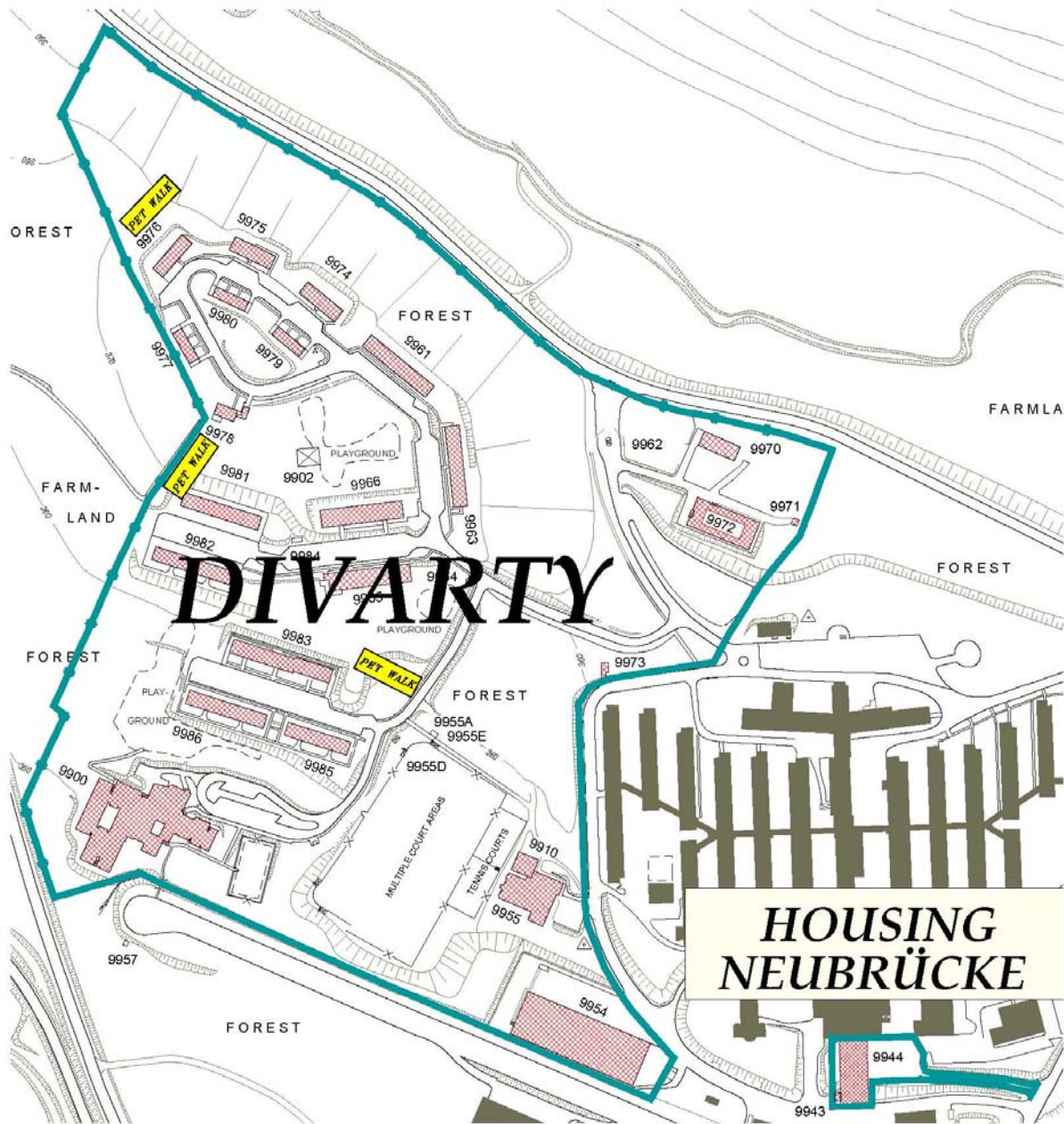
## Wetzel Housing Area Map





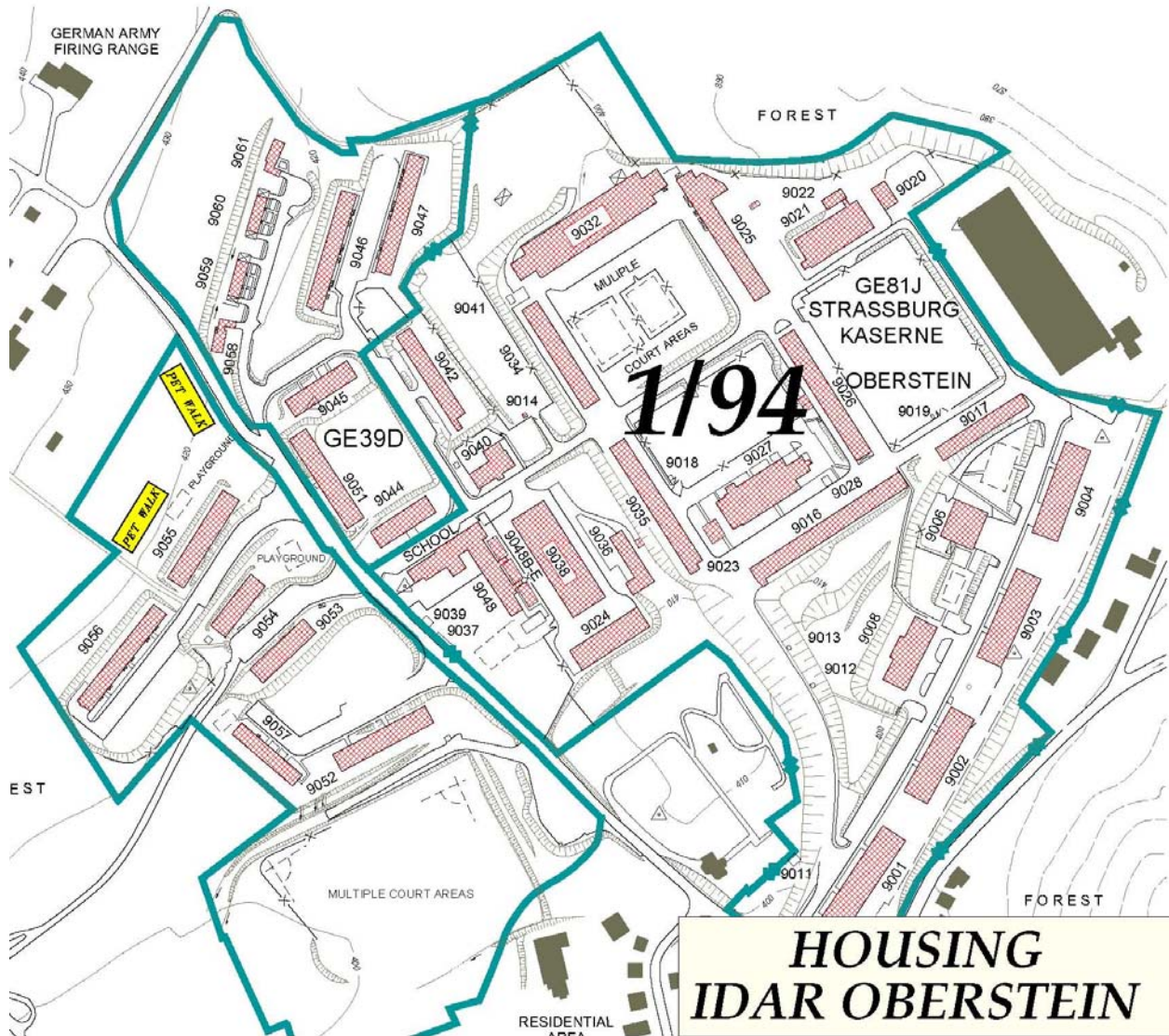
## APPENDIX A

### Neubruecke Housing Area Map



## APPENDIX A

### Idar-Oberstein Housing Area Map



## APPENDIX B

### USAREUR Supervision of Children

Age or Grade Of Child	May Be Left At Home Alone	May Be Left Alone Overnight	May Be Left Outside Unsupervised (including Playing)	May Be Left Alone in an Automobile	May Baby-sit Siblings	May Baby-sit Others
Newborn through age 4	No	No	No	No	No	No
Kindergarten Through Grade 5	No	No	In a playground or yard with immediate access to adult supervision (visual or hearing range)...see note 1. Kindergartners may not walk to and from school or other supervised activities alone; 1 <sup>st</sup> through 5 <sup>th</sup> graders may walk to and from school and other supervised activities alone.	No	No  Children under 10 years can not supervise siblings on walk to school or other supervised activities.	No
Grade 6 & 7	For up to 4 hours, not overnight, with ready access (telephone number) to adult supervision	No	For up to 4 hours	For up to 15 minutes with handbrake applied and the keys removed.	6 <sup>th</sup> graders: For up to 3 hours with ready access to an adult. 7 <sup>th</sup> graders: For up to 4 hours with ready access to an adult.	Grade 6 NO Grade 7 YES up to 3 hrs and with ready access to adult and not overnight.
Grades 8 & 9	For up to 6 hours, not overnight	No	For up to 6 hours	For up to 15 minutes with handbrake applied and the keys removed.	For up to 6 hours with ready access to an adult	Yes, but not overnight. (see note 3)
Grades 10 through 12	Yes	May be left alone overnight, but a responsible adult (see note 1) must check on then twice a day. Children age 17 years can be left alone for no more than 2 consecutive days.	Yes	Yes	Yes (see note 3)	Yes (see note 3)

1. Adult supervision is defined as care provided by someone over the age 18 who has or assumes responsibility for the child (for example, parent, neighbor, caregiver).

2. Home alone training by child and youth Services (CYS) or other source is required.

3. Red Cross baby-sitting training is strongly recommended.

**4. Curfew hours for juveniles (under the age of 16) will be 2200 Sundays-Thursdays and 2300 on Fridays and Saturdays. Children are expected to be at their residence or in the care of a responsible adult after these hours. Exemptions are children attending a DODDS, CYS, or Chapel Youth Ministries activity.**

5. Suggested supervision options include CYS sponsored activities (School Age Services, Child Development Center, Family Child Care Homes) and community resources.

## APPENDIX C

### USAREUR Child-Supervision Criteria

Supervision Level	Definition	School Grade/Age Range	Supervision Options
Direct	Someone has responsibility for the child (for example, parent, guardian, care provider, friend)	Elementary School (Kindergarten through grade 5); generally 5-10 years old.	<p>CYS Sponsored:</p> <ul style="list-style-type: none"> <li>• School-age services (SAS)</li> <li>• Child Development Center (CDC)</li> <li>• Family Childcare</li> </ul> <p>Community Resources:</p> <ul style="list-style-type: none"> <li>• In-home baby-sitter</li> <li>• Nanny</li> <li>• Schools</li> <li>• Host-nation CDC and SAS programs</li> <li>• Other host-nation programs</li> </ul>
Monitored	An adult is aware of child's location and activities. An emergency contact is available at all times.	Grades 6 through 9; generally 11 to 14 years old.	<p>CYS Sponsored:</p> <ul style="list-style-type: none"> <li>• SAS and middle school programs</li> <li>• Neighborhood Activity Homes</li> <li>• Team Sports</li> <li>• Instructional classes</li> <li>• Clubs and volunteer activities</li> </ul> <p>Community Resources:</p> <ul style="list-style-type: none"> <li>• Designated adult</li> <li>• Schools</li> <li>• Churches</li> <li>• Scouts</li> <li>• Youth Centers</li> <li>• Host-nation programs</li> </ul>
Monitored self-care	Parents have assessed their child's ability and allowed the child to monitor him or herself.		

## APPENDIX D

### SAMPLE APPOINTMENT OF TEMPORARY BUILDING COORDINATOR

IMEU-BMH-PWH

Date: \_\_\_\_\_

MEMORANDUM FOR \_\_\_\_\_, BUILDING # \_\_\_\_\_, APT# \_\_\_\_\_

SUBJECT: Appointment of Temporary Building Coordinator

1. Reference United States Army Garrison Baumholder Directive 420-1, Military Quarters Handbook.
2. You are appointed as Temporary Building Coordinator for Building number \_\_\_\_\_, \_\_\_\_\_ Housing Area. You are representing the current Building Coordinator \_\_\_\_\_ during his/her absence from \_\_\_\_\_ until \_\_\_\_\_.
3. As temporary Building Coordinator you will be responsible for the discipline, overall appearance, and sanitation in and around the building and those specific duties described the reference. A copy of this appointment along with other necessary information must be posted on the bulletin boards in each stairwell of the building.
4. The point of contact is the undersigned at 485-\_\_\_\_\_.

(Signature)

Name

\_\_\_\_\_, USA

Building Coordinator

Building Number

CF:

Area Coordinator

Housing Manager



## APPENDIX E

### SAMPLE STAIRWELL/FLOOR COORDINATOR APPOINTMENT

IMEU-BMH-PWH

(Date)

MEMORANDUM FOR (Rank, Name, and Building Apartment )

SUBJECT: Appointment as Stairwell/Floor Coordinator

1. Reference United States Army Garrison Baumholder Directive 420-1, Military Quarters Handbook.
2. You are hereby appointed as Stairwell/Floor Coordinator for \_\_\_\_\_. Specific duties of a Stairwell/Floor Coordinator are contained in paragraph 2-6 of the Military Quarters Handbook.
3. You are to designate an Alternate Stairwell/Floor Coordinator to assume your responsibilities during periods of your absence. The name and address of the individual appointed as Alternate Stairwell/Floor Coordinator is to be provided to the undersigned.
4. The period of this appointment is indefinite or until properly relieved from appointment by the Building Coordinator.

(Signature)

Name

\_\_\_\_\_, USA

Building Coordinator

Building Number

CF:

Area Coordinator

## APPENDIX F

### SAMPLE APPOINTMENT LETTER FOR POINT OF CONTACT FOR FAMILY QUARTERS

This form is to verify appointment of Point of Contact (POC) for my government/private rental quarters during my absence.

Sponsor: \_\_\_\_\_  
Rank Name Unit

Quarters Address: \_\_\_\_\_

Dependents will depart the area approximately: \_\_\_\_\_

Dependents will return to the area approximately: \_\_\_\_\_

Address and phone number at which dependents can be reached in CONUS.

\_\_\_\_\_  
Address Phone #

Point of Contact for the above listed quarters will be:

\_\_\_\_\_  
Rank Name Unit

\_\_\_\_\_  
Duty Phone Home Phone

I assume full responsibility for the continued care and upkeep of the above listed quarters to include grass cutting and other yard work, stairwell responsibilities, security of quarters, and maintenance and repairs.

\_\_\_\_\_  
Date Signature of POC

\_\_\_\_\_  
Date Signature of Tenant or Spouse

Original to Housing Division  
Copy to Tenant  
Copy to POC  
Copy to Rear Detachment Commander  
Copy to Building Coordinator

#### PRIVACY ACT STATEMENT: ARMY HOUSING FILES

AUTHORITY: Privacy Act of 1974, 10 U.S.C. 3013

PURPOSE: To provide information relating to the management, operation, and control of the Army housing program; to provide necessary housing for military personnel, their dependents, and qualified civilian employees; to investigate complaints and related matters; in case of emergency, to contact named individuals who leave the local area for any period of time.

ROUTINE USES: The "Blanket Routine Uses" set forth at the beginning of the Army compilation of systems of records notice apply.

DISCLOSURE: Voluntary.

## APPENDIX F

### SAMPLE APPOINTMENT LETTER FOR POINT OF CONTACT FOR OQ/SEQ/EQ

This form is to verify appointment of Point of Contact (POC) for OQ/SEQ/EQ during my absence.

Sponsor: \_\_\_\_\_  
Rank Name Unit

Quarters Address: \_\_\_\_\_

Occupant will depart the area approximately: \_\_\_\_\_

Occupant will return to the area approximately: \_\_\_\_\_

Point of Contact for the above listed quarters will be:

Rank Name Unit

Duty Phone Home Phone

I assume full responsibility for the continued care and upkeep of the above listed quarters to include grass cutting and other yard work, floor responsibilities, security of quarters, and maintenance and repairs.

Date Signature of POC

Date Signature of Tenant

Original to Housing Division  
Copy to Tenant  
Copy to POC  
Copy to Rear Detachment Commander  
Copy to Building Coordinator

#### PRIVACY ACT STATEMENT: ARMY HOUSING FILES

AUTHORITY: Privacy Act of 1974, 10 U.S.C. 3013

PURPOSE: To provide information relating to the management, operation, and control of the Army housing program; to provide necessary housing for military personnel, their dependents, and qualified civilian employees; to investigate complaints and related matters; in case of emergency, to contact named individuals who leave the local area for any period of time.

ROUTINE USES: The "Blanket Routine Uses" set forth at the beginning of the Army compilation of systems of records notice apply.

DISCLOSURE: Voluntary.

**APPENDIX F**  
**SAMPLE EXCEPTION TO POLICY**

Office Symbol

Date

MEMORANDUM FOR HOUSING DIVISION

SUBJECT: Exception to Policy

1. I John Doe, SSN, Unit, request ..... (be descriptive, so it is understood what you need. However, also be concise.)

2. Justification – Provide reason for request. Please be concise and include any additional paperwork, if applicable that supports or strengthens your request.

Service member's signature block  
with full printed name of SM

Commander's signature block  
with full printed name of Commander  
and recommendation from Commander

PRIVACY ACT STATEMENT: ARMY HOUSING FILES

AUTHORITY: Privacy Act of 1974, 10 U.S.C. 3013

PURPOSE: To provide information relating to the management, operation, and control of the Army housing program; to provide necessary housing for military personnel, their dependents, and qualified civilian employees; to investigate complaints and related matters; in case of emergency, to contact named individuals who leave the local area for any period of time.

ROUTINE USES: The "Blanket Routine Uses" set forth at the beginning of the Army compilation of systems of records notice apply.

DISCLOSURE: Voluntary.

**APPENDIX G**  
**SAMPLE HOUSING VIOLATION**

IMEU-BMH-PWH

Date: \_\_\_\_\_

MEMORANDUM FOR \_\_\_\_\_

SUBJECT: Housing Violation

1. You are hereby advised that you are in violation of United States Army Garrison Directive 210-50, Military Quarters Handbook, for the following reason (s):

- |                         |                               |                                   |
|-------------------------|-------------------------------|-----------------------------------|
| a. ____ Excessive Noise | b. ____ Pet Problem           | c. ____ Scheduled Clean Up Duties |
| d. ____ Police Call     | e. ____ Vehicle/Parking Issue | f. ____ Fire Prevention           |
| g. ____ SORT Violation  | h. ____ Dependent Supervision | i. ____ Environmental             |
| j. ____ Grass not Cut   | k. ____ Other _____           |                                   |

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. You are to ensure that the above violation(s) are corrected without delay. If you fail to take corrective action by \_\_\_\_\_, your chain of command will be notified.  
(Date)

3. Under USAREUR Supplement 1 to AR 420-1 and AR 420-1, and the United States Army Garrison Directive 420-1, sponsors are responsible for their assigned quarters and the conduct of their spouses, Family members, guests and pets.

4. Remember that living in Government Quarters is a privilege and we all must do what we can to preserve the good order and discipline of our housing areas.

5. The point of contact is the undersigned at DSN: 485-\_\_\_\_\_.

(Signature)

Name

\_\_\_\_\_, USA

Building Coordinator

Building Number

# **APPENDIX H** **BUILDING COORDINATOR CHECKLIST**

NAME: \_\_\_\_\_ BUILDING NUMBER: \_\_\_\_\_

## **PART A: INTERIOR BUILDING INSPECTION CHECKLIST**

	<u>EXC</u>	SAT	NEEDS <u>IMPROV</u>
1. Stairwells/Hallways:			
a. Floors/railings swept daily	_____	_____	_____
b. Floors/railings mopped/wiped daily	_____	_____	_____
c. Spills cleaned up immediately	_____	_____	_____
d. Housing Area Chain of Command posted visibly	_____	_____	_____
e. Lights in common-use areas	_____	_____	_____
f. No trash, waste or refuse build-up	_____	_____	_____
g. No unsecured individual property	_____	_____	_____
2. Laundry Rooms:			
a. Washers/dryers all functional	_____	_____	_____
b. Inside/outside of all washers/dryers clean	_____	_____	_____
c. Lint traps clean in washers and dryers	_____	_____	_____
d. Floors swept/mopped weekly	_____	_____	_____
e. Utility sinks clean/sanitized	_____	_____	_____
f. Garbage cans emptied and clean	_____	_____	_____
g. No trash, waste or refuse build-up	_____	_____	_____
h. Walls/windows wiped down/cleaned	_____	_____	_____
i. Lights work	_____	_____	_____
j. No personal property left unsecured	_____	_____	_____
3. Attics and Storage Areas:			
a. Floors swept/mopped weekly	_____	_____	_____
b. Garbage cans emptied/cleaned	_____	_____	_____
c. No trash, waste or refuse build-up	_____	_____	_____
d. Walls/windows wiped down/cleaned	_____	_____	_____
e. Individual property secured	_____	_____	_____
f. Lights work	_____	_____	_____
g. All windows in unfinished attics closed	_____	_____	_____

**APPENDIX H  
(continued)**

**PART B: EXTERIOR BUILDING INSPECTION CHECKLIST**

	<u>EXC</u>	<u>SAT</u>	<u>NEEDS IMPROV</u>
1. Exterior steps, sidewalks and gutters are swept	_____	_____	_____
2. Carports and Parking Lots:	_____	_____	_____
a. Policed of all trash	_____	_____	_____
b. Not used for storage of furniture, unregistered or non-operational vehicles	_____	_____	_____
c. Swept weekly	_____	_____	_____
d. Parking only in approved spaces	_____	_____	_____
3. Garbage Containers:			
a. Emptied regularly	_____	_____	_____
b. Surrounding area policed as needed	_____	_____	_____
c. Individual garbage wrapped	_____	_____	_____
4. Building Exteriors:			
a. Outside glaze on stairwells and walls cleaned weekly	_____	_____	_____
b. Common windows cleaned quarterly (State date last cleaned_____)	_____	_____	_____
5. Playgrounds:			
a. Policed of all trash weekly	_____	_____	_____
b. All equipment functional/safe	_____	_____	_____
c. No pet waste in area	_____	_____	_____
6. Other Exterior Areas:			
a. All trash policed weekly	_____	_____	_____
b. Lawns mowed weekly	_____	_____	_____
c. Holes filled, spots re-seeded, as required	_____	_____	_____
d. Shrubs trimmed as required	_____	_____	_____
e. All pet waste removed	_____	_____	_____
f. Streetlights, all exterior building lights work properly	_____	_____	_____

**PART C: COMMENTS**

1. Specifically identify problems with deficient areas and corrective actions taken.
2. Identify assistance needed from Area Coordinator and/or the community staff to ensure appropriate corrective action.

**APPENDIX H**  
**(continued)**

3. Use a continuation sheet if necessary.

**PART D: The undersigned can be reached at \_\_\_\_\_.**

(Signature)

(Date)

Name

\_\_\_\_\_, USA

Building Coordinator

Building Number



## APPENDIX I

### BUILDING/STAIRWELL/FLOOR COORDINATOR PERFORMANCE COUNSELING CHECKLIST

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_ BLDG #: \_\_\_\_\_

	<u>EXC</u>	SAT	<u>NEEDS</u> <u>IMPROV</u>
1. Interior Repair, Cleanliness			
a. Stairwells	_____	_____	_____
b. Laundry Rooms	_____	_____	_____
c. Storage Areas	_____	_____	_____
d. Hall Lights	_____	_____	_____
e. Window Bars	_____	_____	_____
2. Exterior Beautification, Cleanliness			
a. Preservation of Landscaping	_____	_____	_____
b. Lawn Mowing/Seeding/Watering	_____	_____	_____
c. Shrubbery Trimming	_____	_____	_____
d. Carports/Parking Lots, Sidewalks	_____	_____	_____
e. Playgrounds	_____	_____	_____
f. Dumpster/Garbage Areas	_____	_____	_____
g. Other Exterior Common Areas	_____	_____	_____
h. Street Lights	_____	_____	_____
i. Clean-up Campaign Participation	_____	_____	_____
3. Safety and Conservation	_____	_____	_____
4. Discipline			
a. Complaint Resolution	_____	_____	_____
b. Quiet Hour Enforcement	_____	_____	_____
c. Pet Control Enforcement	_____	_____	_____
d. Child Control Enforcement	_____	_____	_____
e. Yard/Attic Sales Procedures	_____	_____	_____
f. Incident Rate	_____	_____	_____
g. Vandalism Rate	_____	_____	_____

## APPENDIX I

### BUILDING/STAIRWELL/FLOOR COORDINATOR PERFORMANCE COUNSELING CHECKLIST

	<u>EXC</u>	SAT	NEEDS <u>IMPROV</u>
5. Coordination and Control			
a. Required Training	_____	_____	_____
b. Alternate Appointed	_____	_____	_____
c. Conducts Required Meetings	_____	_____	_____
d. Attends Required Meetings	_____	_____	_____
e. Completes Required Inspections	_____	_____	_____
f. Conducts Required Counseling	_____	_____	_____
6. Comments:			

(Signature)	(Date)
Name	
_____, USA	
Building Coordinator	
Building Number	

## APPENDIX J

### HOUSING AREA CHAIN OF COMMAND\*



**Commander, United States Army Garrison Baumholder** Phone: 485-1500

Name: \_\_\_\_\_

**CSM, United States Army Garrison Baumholder** Phone: 485-1520

Name: \_\_\_\_\_

**NCOIC, Housing Division, DPW** Phone: 485-7138

Name: \_\_\_\_\_

**Sub-Installation Coordinator** Phone: \_\_\_\_\_

Name: \_\_\_\_\_

**Area Coordinator** Phone: \_\_\_\_\_

Name: \_\_\_\_\_

**Assistant Area Coordinator** Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Building: \_\_\_\_\_ Apartment: \_\_\_\_\_

**Building Coordinator/Fire Warden** Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Building: \_\_\_\_\_ Apartment: \_\_\_\_\_

**Stairwell Coordinator** Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Building: \_\_\_\_\_ Apartment: \_\_\_\_\_

\*Not all positions will be filled during times of deployment.

## APPENDIX J

### OO/SEQ/EQ AREA CHAIN OF COMMAND



**Commander, United States Army Garrison**

Phone: 485-1500

Name: \_\_\_\_\_

**CSM, United States Army Garrison**

Phone: 485-1520

Name: \_\_\_\_\_

**NCOIC, Housing Division, DPW**

Phone: 485-7138

Name: \_\_\_\_\_

**Sub-Installation Coordinator**

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

**Area Coordinator**

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

**Building Coordinator/Fire Warden**

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Building: \_\_\_\_\_ Room: \_\_\_\_\_

**First Floor Coordinator**

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Building: \_\_\_\_\_ Room: \_\_\_\_\_

**Second Floor Coordinator**

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Building: \_\_\_\_\_ Room: \_\_\_\_\_

**Third Floor Coordinator**

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Building: \_\_\_\_\_ Room: \_\_\_\_\_

**Fourth Floor Coordinator**

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Building: \_\_\_\_\_ Room: \_\_\_\_\_

\*Not all positions will be filled during times of deployment.

## APPENDIX K

### SAMPLE BUILDING CLEAN-UP ROSTER 3 Stairwells      APT: A-F      1 Laundry Room

Date	Stairwell	Laundry Room	Attic/Basement	Cut Grass/Snow Removal Police Call/Dumpster Area
<b>02-08 Jan</b>	<b>1A-2C-3E</b>	<b>2D</b>	<b>1F-2F-3F</b>	<b>1B-2B-3B</b>
09-15 Jan	1B-1D-1F	2E	1A-2A-3A	1C-2C-3C
<b>16-22 Jan</b>	<b>1A-2C-3E</b>	<b>2F</b>	<b>1B-2B-3B</b>	<b>1D-2D-3D</b>
23-29 Jan	1B-1D-1F	2A	1C-2C-3C	1E-2E-3E
<b>30 Jan-05 Feb</b>	<b>1A-2C-3E</b>	<b>3B</b>	<b>1D-2D-3D</b>	<b>1F-2F-3F</b>
06-12 Feb	1B-1D-1F	3C	1E-2E-3E	1A-2A-3A
<b>13-19 Feb</b>	<b>1A-2C-3E</b>	<b>3D</b>	<b>1F-2F-3F</b>	<b>1B-2B-3B</b>
20-26 Feb	1B-1D-1F	3E	1A-2A-3A	1C-2C-3C
<b>27 Feb-05 Mar</b>	<b>1A-2C-3E</b>	<b>3F</b>	<b>1B-2B-3B</b>	<b>1D-2D-3D</b>
06-12 Mar	1B-1D-1F	3A	1C-2C-3C	1E-2E-3E
<b>13-19 Mar</b>	<b>1A-2C-3E</b>	<b>1B</b>	<b>1D-2D-3D</b>	<b>1F-2F-3F</b>
20-26 Mar	1B-1D-1F	1C	1E-2E-3E	1A-2A-3A
<b>27 Mar-02 Apr</b>	<b>1A-2C-3E</b>	<b>1D</b>	<b>1F-2F-3F</b>	<b>1B-2B-3B</b>
03-09 Apr	1B-1D-1F	1E	1A-2A-3A	1C-2C-3C
<b>10-16 Apr</b>	<b>1A-2C-3E</b>	<b>1F</b>	<b>1B-2B-3B</b>	<b>1D-2D-3D</b>
17-23 Apr	1B-1D-1F	1A	1C-2C-3C	1E-2E-3E
<b>24-30 Apr</b>	<b>1A-2C-3E</b>	<b>2B</b>	<b>1D-2D-3D</b>	<b>1F-2F-3F</b>
01-07 May	1B-1D-1F	2C	1E-2E-3E	1A-2A-3A
<b>08-14 May</b>	<b>1A-2C-3E</b>	<b>2D</b>	<b>1F-2F-3F</b>	<b>1B-2B-3B</b>
15-21 May	1B-1D-1F	2E	1A-2A-3A	1C-2C-3C
<b>22-28 May</b>	<b>1A-2C-3E</b>	<b>2F</b>	<b>1B-2B-3B</b>	<b>1D-2D-3D</b>
29 May-04 Jun	1B-1D-1F	2A	1C-2C-3C	1E-2E-3E
<b>05-11 Jun</b>	<b>1A-2C-3E</b>	<b>3B</b>	<b>1D-2D-3D</b>	<b>1F-2F-3F</b>
12-18 Jun	1B-1D-1F	3C	1E-2E-3E	1A-2A-3A
<b>19-25 Jun</b>	<b>1A-2C-3E</b>	<b>3D</b>	<b>1F-2F-3F</b>	<b>1B-2B-3B</b>
26 Jun-02 Jul	1B-1D-1F	3E	1A-2A-3A	1C-2C-3C
<b>03-09 Jul</b>	<b>1A-2C-3E</b>	<b>1B</b>	<b>1D-2D-3D</b>	<b>1F-2F-3F</b>
10-16 Jul	1B-1D-1F	1C	1E-2E-3E	1A-2A-3A
<b>17-23 Jul</b>	<b>1A-2C-3E</b>	<b>1D</b>	<b>1F-2F-3F</b>	<b>1B-2B-3B</b>
24-30 Jul	1B-1D-1F	1E	1A-2A-3A	1C-2C-3C
<b>31 Jul-06 Aug</b>	<b>1A-2C-3E</b>	<b>1F</b>	<b>1B-2B-3B</b>	<b>1D-2D-3D</b>
07-13 Aug	1B-1D-1F	1A	1C-2C-3C	1E-2E-3E
<b>14-20 Aug</b>	<b>1A-2C-3E</b>	<b>2B</b>	<b>1D-2D-3D</b>	<b>1F-2F-3F</b>
21-27 Aug	1B-1D-1F	2C	1E-2E-3E	1A-2A-3A
<b>28 Aug-03 Sep</b>	<b>1A-2C-3E</b>	<b>2D</b>	<b>1F-2F-3F</b>	<b>1B-2B-3B</b>
04-10 Sep	1B-1D-1F	2E	1A-2A-3A	1C-2C-3C
<b>11-17 Sep</b>	<b>1A-2C-3E</b>	<b>2F</b>	<b>1B-2B-3B</b>	<b>1D-2D-3D</b>
18-24 Sep	1B-1D-1F	2A	1C-2C-3C	1E-2E-3E
<b>25 Sep-01 Oct</b>	<b>1A-2C-3E</b>	<b>3B</b>	<b>1D-2D-3D</b>	<b>1F-2F-3F</b>
02-08 Oct	1B-1D-1F	3C	1E-2E-3E	1A-2A-3A
<b>09-15 Oct</b>	<b>1A-2C-3E</b>	<b>3D</b>	<b>1F-2F-3F</b>	<b>1B-2B-3B</b>
16-22 Oct	1B-1D-1F	3E	1A-2A-3A	1C-2C-3C
<b>23-29 Oct</b>	<b>1A-2C-3E</b>	<b>3F</b>	<b>1B-2B-3B</b>	<b>1D-2D-3D</b>
30 Oct-05 Nov	1B-1D-1F	3A	1C-2C-3C	1E-2E-3E
<b>06-12 Nov</b>	<b>1A-2C-3E</b>	<b>1B</b>	<b>1D-2D-3D</b>	<b>1F-2F-3F</b>
13-19 Nov	1B-1D-1F	1C	1E-2E-3E	1A-2A-3A
<b>20-26 Nov</b>	<b>1A-2C-3E</b>	<b>1D</b>	<b>1F-2F-3F</b>	<b>1B-2B-3B</b>
27 Nov-03 Dec	1B-1D-1F	1E	1A-2A-3A	1C-2C-3C
<b>04-10 Dec</b>	<b>1A-2C-3E</b>	<b>1F</b>	<b>1B-2B-3B</b>	<b>1D-2D-3D</b>
11-17 Dec	1B-1D-1F	1A	1C-2C-3C	1E-2E-3E
<b>18-24 Dec</b>	<b>1A-2C-3E</b>	<b>2B</b>	<b>1D-2D-3D</b>	<b>1F-2F-3F</b>
25-31 Dec	1B-1D-1F	2C	1E-2E-3E	1A-2A-3A

**Stairwell:** Clean from your apartment landing down to the next apartment landing.

**Laundry Room:** Occupants will clean the laundry room that they use.

**Basement/Attic:** Clean basement and attic floors and steps in your stairwell area.

**Cut Grass/Snow Removal:** Cut grass in front, back, and side of your stairwell area. Remove snow from sidewalks in your stairwell area.

**Police Call/Dumpster Area:** Pick-up/Remove trash from outside of your stairwell area. Clean-up the trash from around the dumpster area.

**NOTE:** Occupants are reminded to clean up spills and trash that they make in the stairwell, laundry room, and basement.

Prepared by:

## APPENDIX K

### SAMPLE BUILDING CLEAN-UP ROSTER 3 Stairwells      APT: A-F      2 Laundry Rooms

Date	Stairwell	Laundry Room 1	Laundry Room 2	Attic/Basement	Cut Grass/Snow Removal/ Police Call/Dumpster Area
02-08 Jan	1A-2C-3E	2E	2F	1F-2F-3F	1E-2E-3E
09-15 Jan	1B-1D-1F	1B	3B	1A-2A-3A	1F-2F-3F
16-22 Jan	1A-2C-3E	1C	3C	1B-2B-3B	1F-2F-3F
23-29 Jan	1B-1D-1F	1D	3D	1C-2C-3C	1A-2A-3A
30 Jan-05 Feb	1A-2C-3E	1E	3E	1D-2D-3D	1B-2B-3B
06-12 Feb	1B-1D-1F	1F	3F	1E-2E-3E	1C-2C-3C
13-19 Feb	1A-2C-3E	1A	3A	1F-2F-3F	1D-2D-3D
20-26 Feb	1B-1D-1F	2A	2B	1A-2A-3A	1E-2E-3E
27 Feb-05 Mar	1A-2C-3E	2C	2D	1B-2B-3B	1F-2F-3F
06-12 Mar	1B-1D-1F	2E	2F	1C-2C-3C	1F-2F-3F
13-19 Mar	1A-2C-3E	1B	3B	1D-2D-3D	1A-2A-3A
20-26 Mar	1B-1D-1F	1C	3C	1E-2E-3E	1B-2B-3B
27 Mar-02 Apr	1A-2C-3E	1D	3D	1F-2F-3F	1C-2C-3C
03-09 Apr	1B-1D-1F	1E	3E	1A-2A-3A	1D-2D-3D
10-16 Apr	1A-2C-3E	1F	3F	1B-2B-3B	1E-2E-3E
17-23 Apr	1B-1D-1F	1A	3A	1C-2C-3C	1F-2F-3F
24-30 Apr	1A-2C-3E	2A	2B	1D-2D-3D	1F-2F-3F
01-07 May	1B-1D-1F	2C	2D	1E-2E-3E	1A-2A-3A
08-14 May	1A-2C-3E	2E	2F	1F-2F-3F	1B-2B-3B
15-21 May	1B-1D-1F	1B	3B	1A-2A-3A	1C-2C-3C
22-28 May	1A-2C-3E	1C	3C	1B-2B-3B	1D-2D-3D
29 May-04 Jun	1B-1D-1F	1D	3D	1C-2C-3C	1E-2E-3E
05-11 Jun	1A-2C-3E	1E	3E	1D-2D-3D	1F-2F-3F
12-18 Jun	1B-1D-1F	1F	3F	1E-2E-3E	1A-2A-3A
19-25 Jun	1A-2C-3E	1A	3A	1F-2F-3F	1B-2B-3B
26 Jun-02 Jul	1B-1D-1F	2A	2B	1A-2A-3A	1C-2C-3C
03-09 Jul	1A-2C-3E	1B	3B	1D-2D-3D	1F-2F-3F
10-16 Jul	1B-1D-1F	1C	3C	1E-2E-3E	1A-2A-3A
17-23 Jul	1A-2C-3E	1D	3D	1F-2F-3F	1B-2B-3B
24-30 Jul	1B-1D-1F	1E	3E	1A-2A-3A	1C-2C-3C
31 Jul-06 Aug	1A-2C-3E	1F	3F	1B-2B-3B	1D-2D-3D
07-13 Aug	1B-1D-1F	1A	3A	1C-2C-3C	1E-2E-3E
14-20 Aug	1A-2C-3E	2A	2B	1D-2D-3D	1F-2F-3F
21-27 Aug	1B-1D-1F	2C	2D	1E-2E-3E	1F-2F-3F
28 Aug-03 Sep	1A-2C-3E	2E	2F	1F-2F-3F	1A-2A-3A
04-10 Sep	1B-1D-1F	1B	3B	1A-2A-3A	1B-2B-3B
11-17 Sep	1A-2C-3E	1C	3C	1B-2B-3B	1C-2C-3C
18-24 Sep	1B-1D-1F	1D	3D	1C-2C-3C	1D-2D-3D
25 Sep-01 Oct	1A-2C-3E	1E	3E	1D-2D-3D	1E-2E-3E
02-08 Oct	1B-1D-1F	1F	3F	1E-2E-3E	1F-2F-3F
09-15 Oct	1A-2C-3E	1A	3A	1F-2F-3F	1F-2F-3F
16-22 Oct	1B-1D-1F	2A	2B	1A-2A-3A	1A-2A-3A
23-29 Oct	1A-2C-3E	2C	2D	1B-2B-3B	1B-2B-3B
30 Oct-05 Nov	1B-1D-1F	2E	2F	1C-2C-3C	1C-2C-3C
06-12 Nov	1A-2C-3E	1B	3B	1D-2D-3D	1D-2D-3D
13-19 Nov	1B-1D-1F	1C	3C	1E-2E-3E	1E-2E-3E
20-26 Nov	1A-2C-3E	1D	3D	1F-2F-3F	1F-2F-3F
27 Nov-03 Dec	1B-1D-1F	1E	3E	1A-2A-3A	1F-2F-3F
04-10 Dec	1A-2C-3E	1F	3F	1B-2B-3B	1A-2A-3A
11-17 Dec	1B-1D-1F	1A	3A	1C-2C-3C	1B-2B-3B
18-24 Dec	1A-2C-3E	2A	2B	1D-2D-3D	1C-2C-3C
25-31 Dec	1B-1D-1F	2C	2D	1E-2E-3E	1D-2D-3D

**Stairwell:** Clean from your apartment landing down to the next apartment landing.

**Laundry Room:** Occupants will clean the laundry room that they use.

**Basement/Attic:** Clean basement and attic floors and steps in your stairwell area.

**Cut Grass/Snow Removal:** Cut grass in front, back, and side of your stairwell area. Remove snow from sidewalks in your stairwell area.

**Police Call/Dumpster Area:** Pick-up/Remove trash from outside of your stairwell area. Clean-up the trash from around the dumpster area.

**NOTE:** Occupants are reminded to clean up spills and trash that they make in the stairwell, laundry room, and basement.

Prepared by:

## APPENDIX K

### SAMPLE BUILDING CLEAN-UP ROSTER 3 Stairwells      APT: A-F      No Laundry Room

Date	Stairwell	Attic/Basement	Cut Grass/Snow Removal/ Police Call/Dumpster Area
<b>02-08 Jan</b>	<b>1A-2C-3E</b>	<b>1F-2F-3F</b>	<b>1B-2B-3B</b>
09-15 Jan	1B-1D-1F	1A-2A-3A	1C-2C-3C
<b>16-22 Jan</b>	<b>1A-2C-3E</b>	<b>1B-2B-3B</b>	<b>1D-2D-3D</b>
23-29 Jan	1B-1D-1F	1C-2C-3C	1E-2E-3E
<b>30 Jan-05 Feb</b>	<b>1A-2C-3E</b>	<b>1D-2D-3D</b>	<b>1F-2F-3F</b>
06-12 Feb	1B-1D-1F	1E-2E-3E	1A-2A-3A
<b>13-19 Feb</b>	<b>1A-2C-3E</b>	<b>1F-2F-3F</b>	<b>1B-2B-3B</b>
20-26 Feb	1B-1D-1F	1A-2A-3A	1C-2C-3C
<b>27 Feb-05 Mar</b>	<b>1A-2C-3E</b>	<b>1B-2B-3B</b>	<b>1D-2D-3D</b>
06-12 Mar	1B-1D-1F	1C-2C-3C	1E-2E-3E
<b>13-19 Mar</b>	<b>1A-2C-3E</b>	<b>1D-2D-3D</b>	<b>1F-2F-3F</b>
20-26 Mar	1B-1D-1F	1E-2E-3E	1A-2A-3A
<b>27 Mar-02 Apr</b>	<b>1A-2C-3E</b>	<b>1F-2F-3F</b>	<b>1B-2B-3B</b>
03-09 Apr	1B-1D-1F	1A-2A-3A	1C-2C-3C
<b>10-16 Apr</b>	<b>1A-2C-3E</b>	<b>1B-2B-3B</b>	<b>1D-2D-3D</b>
17-23 Apr	1B-1D-1F	1C-2C-3C	1E-2E-3E
<b>24-30 Apr</b>	<b>1A-2C-3E</b>	<b>1D-2D-3D</b>	<b>1F-2F-3F</b>
01-07 May	1B-1D-1F	1E-2E-3E	1A-2A-3A
<b>08-14 May</b>	<b>1A-2C-3E</b>	<b>1F-2F-3F</b>	<b>1B-2B-3B</b>
15-21 May	1B-1D-1F	1A-2A-3A	1C-2C-3C
<b>22-28 May</b>	<b>1A-2C-3E</b>	<b>1B-2B-3B</b>	<b>1D-2D-3D</b>
29 May-04 Jun	1B-1D-1F	1C-2C-3C	1E-2E-3E
<b>05-11 Jun</b>	<b>1A-2C-3E</b>	<b>1D- 2D-3D</b>	<b>1F-2F-3F</b>
12-18 Jun	1B-1D-1F	1E-2E-3E	1A-2A-3A
<b>19-25 Jun</b>	<b>1A-2C-3E</b>	<b>1D- 2D-3D</b>	<b>1B-2B-3B</b>
26 Jun-02 Jul	1B-1D-1F	1E-2E-3E	1C-2C-3C
<b>03-09 Jul</b>	<b>1A-2C-3E</b>	<b>1D-2D-3D</b>	<b>1F-2F-3F</b>
10-16 Jul	1B-1D-1F	1E-2E-3E	1A-2A-3A
<b>17-23 Jul</b>	<b>1A-2C-3E</b>	<b>1F-2F-3F</b>	<b>1B-2B-3B</b>
24-30 Jul	1B-1D-1F	1A-2A-3A	1C-2C-3C
<b>31 Jul-06 Aug</b>	<b>1A-2C-3E</b>	<b>1B-2B-3B</b>	<b>1D-2D-3D</b>
07-13 Aug	1B-1D-1F	1C-2C-3C	1E-2E-3E
<b>14-20 Aug</b>	<b>1A-2C-3E</b>	<b>1D-2D-3D</b>	<b>1F-2F-3F</b>
21-27 Aug	1B-1D-1F	1E-2E-3E	1A-2A-3A
<b>28 Aug-03 Sep</b>	<b>1A-2C-3E</b>	<b>1F-2F-3F</b>	<b>1B-2B-3B</b>
04-10 Sep	1B-1D-1F	1A-2A-3A	1C-2C-3C
<b>11-17 Sep</b>	<b>1A-2C-3E</b>	<b>1B-2B-3B</b>	<b>1D-2D-3D</b>
18-24 Sep	1B-1D-1F	1C-2C-3C	1E-2E-3E
<b>25 Sep-01 Oct</b>	<b>1A-2C-3E</b>	<b>1D-2D-3D</b>	<b>1F-2F-3F</b>
02-08 Oct	1B-1D-1F	1E-2E-3E	1A-2A-3A
<b>09-15 Oct</b>	<b>1A-2C-3E</b>	<b>1F-2F-3F</b>	<b>1B-2B-3B</b>
16-22 Oct	1B-1D-1F	1A-2A-3A	1C-2C-3C
<b>23-29 Oct</b>	<b>1A-2C-3E</b>	<b>1B-2B-3B</b>	<b>1D-2D-3D</b>
30 Oct-05 Nov	1B-1D-1F	1C-2C-3C	1E-2E-3E
<b>06-12 Nov</b>	<b>1A-2C-3E</b>	<b>1D-2D-3D</b>	<b>1F-2F-3F</b>
13-19 Nov	1B-1D-1F	1E-2E-3E	1A-2A-3A
<b>20-26 Nov</b>	<b>1A-2C-3E</b>	<b>1F-2F-3F</b>	<b>1B-2B-3B</b>
27 Nov-03 Dec	1B-1D-1F	1A-2A-3A	1C-2C-3C
<b>04-10 Dec</b>	<b>1A-2C-3E</b>	<b>1B-2B-3B</b>	<b>1D-2D-3D</b>
11-17 Dec	1B-1D-1F	1C-2C-3C	1E-2E-3E
<b>18-24 Dec</b>	<b>1A-2C-3E</b>	<b>1D-2D-3D</b>	<b>1F-2F-3F</b>
25-31 Dec	1B-1D-1F	1E-2E-3E	1A-2A-3A

**Stairwell:** Clean from your apartment landing down to the next apartment landing.

**Basement/Attic:** Clean basement and attic floors and steps in your stairwell area.

**Cut Grass/Snow Removal:** Cut grass in front, back, and side of your stairwell area. Remove snow from sidewalks in your stairwell area.

**Police Call/Dumpster Area:** Pick-up/Remove trash from outside of your stairwell area. Clean-up the trash from around the dumpster area.

**NOTE:** Occupants are reminded to clean up spills and trash that they make in the stairwell, laundry room, and basement.

Prepared by:

## APPENDIX K

### SAMPLE BUILDING CLEAN-UP ROSTER 1 Stairwell      APT: A-F      1 Laundry Room

Date	Stairwell	Laundry Room	Attic/Basement	Cut Grass/Snow Removal Police Call/Dumpster Area
<b>02-08 Jan</b>	<b>A-C-E</b>	<b>D</b>	<b>F</b>	<b>B</b>
09-15 Jan	B-D-F	E	A	C
<b>16-22 Jan</b>	<b>A-C-E</b>	<b>F</b>	<b>B</b>	<b>D</b>
23-29 Jan	B-D-F	A	C	E
<b>30 Jan-05 Feb</b>	<b>A-C-E</b>	<b>B</b>	<b>D</b>	<b>F</b>
06-12 Feb	B-D-F	C	E	A
<b>13-19 Feb</b>	<b>A-C-E</b>	<b>D</b>	<b>F</b>	<b>B</b>
20-26 Feb	B-D-F	E	A	C
<b>27 Feb-05 Mar</b>	<b>A-C-E</b>	<b>F</b>	<b>B</b>	<b>D</b>
06-12 Mar	B-D-F	A	C	E
<b>13-19 Mar</b>	<b>A-C-E</b>	<b>B</b>	<b>D</b>	<b>F</b>
20-26 Mar	B-D-F	C	E	A
<b>27 Mar-02 Apr</b>	<b>A-C-E</b>	<b>D</b>	<b>F</b>	<b>B</b>
03-09 Apr	B-D-F	E	A	C
<b>10-16 Apr</b>	<b>A-C-E</b>	<b>F</b>	<b>B</b>	<b>D</b>
17-23 Apr	B-D-F	A	C	E
<b>24-30 Apr</b>	<b>A-C-E</b>	<b>B</b>	<b>D</b>	<b>F</b>
01-07 May	B-D-F	C	E	A
<b>08-14 May</b>	<b>A-C-E</b>	<b>D</b>	<b>F</b>	<b>B</b>
15-21 May	B-D-F	E	A	C
<b>22-28 May</b>	<b>A-C-E</b>	<b>F</b>	<b>B</b>	<b>D</b>
29 May-04 Jun	B-D-F	A	C	E
<b>05-11 Jun</b>	<b>A-C-E</b>	<b>B</b>	<b>D</b>	<b>F</b>
12-18 Jun	B-D-F	C	E	A
<b>19-25 Jun</b>	<b>A-C-E</b>	<b>D</b>	<b>F</b>	<b>B</b>
26 Jun-02 Jul	B-D-F	E	A	C
<b>03-09 Jul</b>	<b>A-C-E</b>	<b>B</b>	<b>D</b>	<b>F</b>
10-16 Jul	B-D-F	C	E	A
<b>17-23 Jul</b>	<b>A-C-E</b>	<b>D</b>	<b>F</b>	<b>B</b>
24-30 Jul	B-D-F	E	A	C
<b>31 Jul-06 Aug</b>	<b>A-C-E</b>	<b>F</b>	<b>B</b>	<b>D</b>
07-13 Aug	B-D-F	A	C	E
<b>14-20 Aug</b>	<b>A-C-E</b>	<b>B</b>	<b>D</b>	<b>F</b>
21-27 Aug	B-D-F	C	E	A
<b>28 Aug-03 Sep</b>	<b>A-C-E</b>	<b>D</b>	<b>F</b>	<b>B</b>
04-10 Sep	B-D-F	E	A	C
<b>11-17 Sep</b>	<b>A-C-E</b>	<b>F</b>	<b>B</b>	<b>D</b>
18-24 Sep	B-D-F	A	C	E
<b>25 Sep-01 Oct</b>	<b>A-C-E</b>	<b>B</b>	<b>D</b>	<b>F</b>
02-08 Oct	B-D-F	C	E	A
<b>09-15 Oct</b>	<b>A-C-E</b>	<b>D</b>	<b>F</b>	<b>B</b>
16-22 Oct	B-D-F	E	A	C
<b>23-29 Oct</b>	<b>A-C-E</b>	<b>F</b>	<b>B</b>	<b>D</b>
30 Oct-05 Nov	B-D-F	A	C	E
<b>06-12 Nov</b>	<b>A-C-E</b>	<b>B</b>	<b>D</b>	<b>F</b>
13-19 Nov	B-D-F	C	E	A
<b>20-26 Nov</b>	<b>A-C-E</b>	<b>D</b>	<b>F</b>	<b>B</b>
27 Nov-03 Dec	B-D-F	E	A	C
<b>04-10 Dec</b>	<b>A-C-E</b>	<b>F</b>	<b>B</b>	<b>D</b>
11-17 Dec	B-D-F	A	C	E
<b>18-24 Dec</b>	<b>A-C-E</b>	<b>B</b>	<b>D</b>	<b>F</b>
25-31 Dec	B-D-F	C	E	A

**Stairwell:** Clean from your apartment landing down to the next apartment landing.

**Laundry Room:** Occupants will clean the laundry room that they use.

**Basement/Attic:** Clean basement and attic floors and steps in your stairwell area.

**Cut Grass/Snow Removal:** Cut grass in front, back, and side of your stairwell area. Remove snow from sidewalks in your stairwell area.

**Police Call/Dumpster Area:** Pick-up/Remove trash from outside of your stairwell area. Clean-up the trash from around the dumpster area.

**NOTE:** Occupants are reminded to clean up spills and trash that they make in the stairwell, laundry room, and basement.

Prepared by:



## APPENDIX K

### SAMPLE BUILDING CLEAN-UP ROSTER 2A-2C-2E      No Laundry Room

Date	Stairwell	Basement/Attic	Cut Grass/Snow Removal/ Police Call/Dumpster Area
<b>02-08 Jan</b>	<b>2A-2C-2E</b>	<b>2E</b>	<b>2A</b>
09-15 Jan	2A-2C-2E	2A	2C
<b>16-22 Jan</b>	<b>2A-2C-2E</b>	<b>2C</b>	<b>2E</b>
23-29 Jan	2A-2C-2E	2E	2A
<b>30 Jan-05 Feb</b>	<b>2A-2C-2E</b>	<b>2A</b>	<b>2C</b>
06-12 Feb	2A-2C-2E	2C	2E
<b>13-19 Feb</b>	<b>2A-2C-2E</b>	<b>2E</b>	<b>2A</b>
20-26 Feb	2A-2C-2E	2A	2C
<b>27 Feb-05 Mar</b>	<b>2A-2C-2E</b>	<b>2C</b>	<b>2E</b>
06-12 Mar	2A-2C-2E	2E	2A
<b>13-19 Mar</b>	<b>2A-2C-2E</b>	<b>2A</b>	<b>2C</b>
20-26 Mar	2A-2C-2E	2C	2E
<b>27 Mar-02 Apr</b>	<b>2A-2C-2E</b>	<b>2E</b>	<b>2A</b>
03-09 Apr	2A-2C-2E	2A	2C
<b>10-16 Apr</b>	<b>2A-2C-2E</b>	<b>2C</b>	<b>2E</b>
17-23 Apr	2A-2C-2E	2E	2A
<b>24-30 Apr</b>	<b>2A-2C-2E</b>	<b>2A</b>	<b>2C</b>
01-07 May	2A-2C-2E	2C	2E
<b>08-14 May</b>	<b>2A-2C-2E</b>	<b>2E</b>	<b>2A</b>
15-21 May	2A-2C-2E	2A	2C
<b>22-28 May</b>	<b>2A-2C-2E</b>	<b>2C</b>	<b>2E</b>
29 May-04 Jun	2A-2C-2E	2E	2A
<b>05-11 Jun</b>	<b>2A-2C-2E</b>	<b>2A</b>	<b>2C</b>
12-18 Jun	2A-2C-2E	2C	2E
<b>19-25 Jun</b>	<b>2A-2C-2E</b>	<b>2E</b>	<b>2A</b>
26 Jun-02 Jul	2A-2C-2E	2A	2C
<b>03-09 Jul</b>	<b>2A-2C-2E</b>	<b>2A</b>	<b>2C</b>
10-16 Jul	2A-2C-2E	2C	2E
<b>17-23 Jul</b>	<b>2A-2C-2E</b>	<b>2E</b>	<b>2A</b>
24-30 Jul	2A-2C-2E	2A	2C
<b>31 Jul-06 Aug</b>	<b>2A-2C-2E</b>	<b>2C</b>	<b>2E</b>
07-13 Aug	2A-2C-2E	2E	2A
<b>14-20 Aug</b>	<b>2A-2C-2E</b>	<b>2A</b>	<b>2C</b>
21-27 Aug	2A-2C-2E	2C	2E
<b>28 Aug-03 Sep</b>	<b>2A-2C-2E</b>	<b>2E</b>	<b>2A</b>
04-10 Sep	2A-2C-2E	2A	2C
<b>11-17 Sep</b>	<b>2A-2C-2E</b>	<b>2C</b>	<b>2E</b>
18-24 Sep	2A-2C-2E	2E	2A
<b>25 Sep-01 Oct</b>	<b>2A-2C-2E</b>	<b>2A</b>	<b>2C</b>
02-08 Oct	2A-2C-2E	2C	2E
<b>09-15 Oct</b>	<b>2A-2C-2E</b>	<b>2E</b>	<b>2A</b>
16-22 Oct	2A-2C-2E	2A	2C
<b>23-29 Oct</b>	<b>2A-2C-2E</b>	<b>2C</b>	<b>2E</b>
30 Oct-05 Nov	2A-2C-2E	2E	2A
<b>06-12 Nov</b>	<b>2A-2C-2E</b>	<b>2A</b>	<b>2C</b>
13-19 Nov	2A-2C-2E	2C	2E
<b>20-26 Nov</b>	<b>2A-2C-2E</b>	<b>2E</b>	<b>2A</b>
27 Nov-03 Dec	2A-2C-2E	2A	2C
<b>04-10 Dec</b>	<b>2A-2C-2E</b>	<b>2C</b>	<b>2E</b>
11-17 Dec	2A-2C-2E	2E	2A
<b>18-24 Dec</b>	<b>2A-2C-2E</b>	<b>2A</b>	<b>2C</b>
25-31 Dec	2A-2C-2E	2C	2E

**Stairwell:** Clean from your apartment landing down to the next apartment landing.

**Basement/Attic:** Clean basement and attic floors and steps in your stairwell area.

**Cut Grass/Snow Removal:** Cut grass in front, back, and side of your stairwell area. Remove snow from sidewalks in your stairwell area.

**Police Call/Dumpster Area:** Pick-up/Remove trash from outside of your stairwell area. Clean-up the trash from around the dumpster area.

**NOTE:** Occupants are reminded to clean up spills and trash that they make in the stairwell, laundry room, and basement.

Prepared by:

## APPENDIX K

### SAMPLE BUILDING CLEAN-UP ROSTER 3 Stairwells      APT: A-H      1 Laundry Room

Date	Stairwell	Laundry Room	Attic/Basement	Cut Grass/Snow Removal/ Police Call/Dumpster Area
02-08 Jan	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1D	1F-2F-3F	1H-2H-3H
09-15 Jan	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1E	1G-2G-3G	1A-2A-3A
16-22 Jan	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1F	1H-2H-3H	1B-2B-3B
23-29 Jan	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1G	1A-2A-3A	1C-2C-3C
30 Jan-05 Feb	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1H	1B-2B-3B	1D-2D-3D
06-12 Feb	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1A	1C-2C-3C	1E-2E-3E
13-19 Feb	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	2B	1D-2D-3D	1F-2F-3F
20-26 Feb	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	2C	1E-2E-3E	1G-2G-3G
27 Feb-05 Mar	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	2D	1F-2F-3F	1H-2H-3H
06-12 Mar	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	2E	1G-2G-3G	1A-2A-3A
13-19 Mar	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	2F	1H-2H-3H	1B-2B-3B
20-26 Mar	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	2G	1A-2A-3A	1C-2C-3C
27 Mar-02 Apr	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	2H	1B-2B-3B	1D-2D-3D
03-09 Apr	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	2A	1C-2C-3C	1E-2E-3E
10-16 Apr	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	3B	1D-2D-3D	1F-2F-3F
17-23 Apr	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	3C	1E-2E-3E	1G-2G-3G
24-30 Apr	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	3D	1F-2F-3F	1H-2H-3H
01-07 May	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	3E	1G-2G-3G	1A-2A-3A
08-14 May	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	3F	1H-2H-3H	1B-2B-3B
15-21 May	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	3G	1A-2A-3A	1C-2C-3C
22-28 May	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	3H	1B-2B-3B	1D-2D-3D
29 May-04 Jun	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	3A	1C-2C-3C	1E-2E-3E
05-11 Jun	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1B	1D-2D-3D	1F-2F-3F
12-18 Jun	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1C	1E-2E-3E	1G-2G-3G
19-25 Jun	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1D	1F-2F-3F	1H-2H-3H
26 Jun-02 Jul	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1E	1G-2G-3G	1A-2A-3A
03-09 Jul	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1B	1D-2D-3D	1F-2F-3F
10-16 Jul	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1C	1E-2E-3E	1G-2G-3G
17-23 Jul	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1D	1F-2F-3F	1H-2H-3H
24-30 Jul	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1E	1G-2G-3G	1A-2A-3A
31 Jul-06 Aug	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1F	1H-2H-3H	1B-2B-3B
07-13 Aug	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1G	1A-2A-3A	1C-2C-3C
14-20 Aug	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1H	1B-2B-3B	1D-2D-3D
21-27 Aug	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1A	1C-2C-3C	1E-2E-3E
28 Aug-03 Sep	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	2B	1D-2D-3D	1F-2F-3F
04-10 Sep	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	2C	1E-2E-3E	1G-2G-3G
11-17 Sep	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	2D	1F-2F-3F	1H-2H-3H
18-24 Sep	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	2E	1G-2G-3G	1A-2A-3A
25 Sep-01 Oct	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	2F	1H-2H-3H	1B-2B-3B
02-08 Oct	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	2G	1A-2A-3A	1C-2C-3C
09-15 Oct	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	2H	1B-2B-3B	1D-2D-3D
16-22 Oct	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	2A	1C-2C-3C	1E-2E-3E
23-29 Oct	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	3B	1D-2D-3D	1F-2F-3F
30 Oct-05 Nov	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	3C	1E-2E-3E	1G-2G-3G
06-12 Nov	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	3D	1F-2F-3F	1H-2H-3H
13-19 Nov	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	3E	1G-2G-3G	1A-2A-3A
20-26 Nov	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	3F	1H-2H-3H	1B-2B-3B
27 Nov-03 Dec	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	3G	1A-2A-3A	1C-2C-3C
04-10 Dec	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	3H	1B-2B-3B	1D-2D-3D
11-17 Dec	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	3A	1C-2C-3C	1E-2E-3E
18-24 Dec	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1B	1D-2D-3D	1F-2F-3F
25-31 Dec	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1C	1E-2E-3E	1G-2G-3G

**Stairwell:** Clean from your apartment landing down to the next apartment landing.

**Laundry Room:** Occupants will clean the laundry room that they use.

**Basement/Attic:** Clean basement and attic floors and steps in your stairwell area.

**Cut Grass/Snow Removal:** Cut grass in front, back, and side of your stairwell area. Remove snow from sidewalks in your stairwell area.

**Police Call/Dumpster Area:** Pick-up/Remove trash from outside of your stairwell area. Clean-up the trash from around the dumpster area.

**NOTE:** Occupants are reminded to clean up spills and trash that they make in the stairwell, laundry room, and basement.

Prepared by:

# APPENDIX K

## SAMPLE BUILDING CLEAN-UP ROSTER 3 Stairwells      APT: A-H      2 Laundry Rooms

Date	Stairwell	Laundry Room 1	Laundry Room 2	Attic/Basement	Cut Grass/Snow Removal/ Police Call/Dumpster Area
02-08 Jan	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1D	3D	1B-2B-3B	1F-2F-3F
09-15 Jan	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1E	3E	1C-2C-3C	1G-2G-3G
16-22 Jan	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1F	3F	1D-2D-3D	1H-2H-3H
23-29 Jan	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1G	3G	1E-2E-3E	1A-2A-3A
30 Jan-05 Feb	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1H	3H	1F-2F-3F	1B-2B-3B
06-12 Feb	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1A	3A	1G-2G-3G	1C-2C-3C
13-19 Feb	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	2A	2B	1H-2H-3H	1D-2D-3D
20-26 Feb	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	2C	2D	1A-2A-3A	1E-2E-3E
27 Feb-05 Mar	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	2E	2F	1B-2B-3B	1F-2F-3F
06-12 Mar	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	2G	2H	1C-2C-3C	1G-2G-3G
13-19 Mar	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1B	3B	1D-2D-3D	1H-2H-3H
20-26 Mar	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1C	3C	1E-2E-3E	1A-2A-3A
27 Mar-02 Apr	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1D	3D	1F-2F-3F	1B-2B-3B
03-09 Apr	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1E	3E	1G-2G-3G	1C-2C-3C
10-16 Apr	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1F	3F	1H-2H-3H	1D-2D-3D
17-23 Apr	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1G	3G	1A-2A-3A	1E-2E-3E
24-30 Apr	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1H	3H	1B-2B-3B	1F-2F-3F
01-07 May	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1A	3A	1C-2C-3C	1G-2G-3G
08-14 May	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	2A	2B	1D-2D-3D	1H-2H-3H
15-21 May	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	2C	2D	1E-2E-3E	1A-2A-3A
22-28 May	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	2E	2F	1F-2F-3F	1B-2B-3B
29 May-04 Jun	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	2G	2H	1G-2G-3G	1C-2C-3C
05-11 Jun	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1B	3B	1H-2H-3H	1D-2D-3D
12-18 Jun	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1C	3C	1A-2A-3A	1E-2E-3E
19-25 Jun	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1D	3D	1B-2B-3B	1F-2F-3F
26 Jun-02 Jul	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1E	3E	1C-2C-3C	1G-2G-3G
03-09 Jul	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1B	3B	1H-2H-3H	1D-2D-3D
10-16 Jul	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1C	3C	1A-2A-3A	1E-2E-3E
17-23 Jul	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1D	3D	1B-2B-3B	1F-2F-3F
24-30 Jul	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1E	3E	1C-2C-3C	1G-2G-3G
31 Jul-06 Aug	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1F	3F	1D-2D-3D	1H-2H-3H
07-13 Aug	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1G	3G	1E-2E-3E	1A-2A-3A
14-20 Aug	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1H	3H	1F-2F-3F	1B-2B-3B
21-27 Aug	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1A	3A	1G-2G-3G	1C-2C-3C
28 Aug-03 Sep	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	2A	2B	1H-2H-3H	1D-2D-3D
04-10 Sep	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	2C	2D	1A-2A-3A	1E-2E-3E
11-17 Sep	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	2E	2F	1B-2B-3B	1F-2F-3F
18-24 Sep	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	2G	2H	1C-2C-3C	1G-2G-3G
25 Sep-01 Oct	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1B	3B	1D-2D-3D	1H-2H-3H
02-08 Oct	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1C	3C	1E-2E-3E	1A-2A-3A
09-15 Oct	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1D	3D	1F-2F-3F	1B-2B-3B
16-22 Oct	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1E	3E	1G-2G-3G	1C-2C-3C
23-29 Oct	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1F	3F	1H-2H-3H	1D-2D-3D
30 Oct-05 Nov	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1G	3G	1A-2A-3A	1E-2E-3E
06-12 Nov	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1H	3H	1B-2B-3B	1F-2F-3F
13-19 Nov	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1A	3A	1C-2C-3C	1G-2G-3G
20-26 Nov	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	2A	2B	1D-2D-3D	1H-2H-3H
27 Nov-03 Dec	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	2C	2D	1E-2E-3E	1A-2A-3A
04-10 Dec	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	2E	2F	1F-2F-3F	1B-2B-3B
11-17 Dec	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	2G	2H	1G-2G-3G	1C-2C-3C
18-24 Dec	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1B	3B	1H-2H-3H	1D-2D-3D
25-31 Dec	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1C	3C	1A-2A-3A	1E-2E-3E

**Stairwell:** Clean from your apartment landing down to the next apartment landing.

**Laundry Room:** Occupants will clean the laundry room that they use.

**Basement/Attic:** Clean basement and attic floors and steps in your stairwell area.

**Cut Grass/Snow Removal:** Cut grass in front, back, and side of your stairwell area. Remove snow from sidewalks in your stairwell area.

**Police Call/Dumpster Area:** Pick-up/Remove trash from outside of your stairwell area. Clean-up the trash from around the dumpster area.

**NOTE:** Occupants are reminded to clean up spills and trash that they make in the stairwell, laundry room, and basement.

Prepared by:

## APPENDIX K

### SAMPLE BUILDING CLEAN-UP ROSTER 3 Stairwells      APT: A-H      No Laundry Room

Date	Stairwell	Attic/Basement	Cut Grass/Snow Removal/ Police Call/Dumpster Area
02-08 Jan	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1F-2F-3F	1H-2H-3H
09-15 Jan	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1G-2G-3G	1A-2A-3A
16-22 Jan	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1H-2H-3H	1B-2B-3B
23-29 Jan	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1A-2A-3A	1C-2C-3C
30 Jan-05 Feb	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1B-2B-3B	1D-2D-3D
06-12 Feb	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1C-2C-3C	1E-2E-3E
13-19 Feb	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1D-2D-3D	1F-2F-3F
20-26 Feb	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1E-2E-3E	1G-2G-3G
27 Feb-05 Mar	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1F-2F-3F	1H-2H-3H
06-12 Mar	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1G-2G-3G	1A-2A-3A
13-19 Mar	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1H-2H-3H	1B-2B-3B
20-26 Mar	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1A-2A-3A	1C-2C-3C
27 Mar-02 Apr	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1B-2B-3B	1D-2D-3D
03-09 Apr	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1C-2C-3C	1E-2E-3E
10-16 Apr	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1D-2D-3D	1F-2F-3F
17-23 Apr	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1E-2E-3E	1G-2G-3G
24-30 Apr	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1F-2F-3F	1H-2H-3H
01-07 May	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1G-2G-3G	1A-2A-3A
08-14 May	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1H-2H-3H	1B-2B-3B
15-21 May	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1A-2A-3A	1C-2C-3C
22-28 May	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1B-2B-3B	1D-2D-3D
29 May-04 Jun	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1C-2C-3C	1E-2E-3E
05-11 Jun	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1D-2D-3D	1F-2F-3F
12-18 Jun	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1E-2E-3E	1G-2G-3G
19-25 Jun	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1F-2F-3F	1H-2H-3H
26 Jun-02 Jul	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1G-2G-3G	1A-2A-3A
03-09 Jul	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1D-2D-3D	1F-2F-3F
10-16 Jul	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1E-2E-3E	1G-2G-3G
17-23 Jul	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1F-2F-3F	1H-2H-3H
24-30 Jul	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1G-2G-3G	1A-2A-3A
31 Jul-06 Aug	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1H-2H-3H	1B-2B-3B
07-13 Aug	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1A-2A-3A	1C-2C-3C
14-20 Aug	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1B-2B-3B	1D-2D-3D
21-27 Aug	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1C-2C-3C	1E-2E-3E
28 Aug-03 Sep	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1D-2D-3D	1F-2F-3F
04-10 Sep	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1E-2E-3E	1G-2G-3G
11-17 Sep	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1F-2F-3F	1H-2H-3H
18-24 Sep	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1G-2G-3G	1A-2A-3A
25 Sep-01 Oct	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1H-2H-3H	1B-2B-3B
02-08 Oct	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1A-2A-3A	1C-2C-3C
09-15 Oct	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1B-2B-3B	1D-2D-3D
16-22 Oct	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1C-2C-3C	1E-2E-3E
23-29 Oct	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1D-2D-3D	1F-2F-3F
30 Oct-05 Nov	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1E-2E-3E	1G-2G-3G
06-12 Nov	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1F-2F-3F	1H-2H-3H
13-19 Nov	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1G-2G-3G	1A-2A-3A
20-26 Nov	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1H-2H-3H	1B-2B-3B
27 Nov-03 Dec	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1A-2A-3A	1C-2C-3C
04-10 Dec	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1B-2B-3B	1D-2D-3D
11-17 Dec	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1C-2C-3C	1E-2E-3E
18-24 Dec	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1D-2D-3D	1F-2F-3F
25-31 Dec	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1E-2E-3E	1G-2G-3G

**Stairwell:** Clean from your apartment landing down to the next apartment landing.

**Basement/Attic:** Clean basement and attic floors and steps in your stairwell area.

**Cut Grass/Snow Removal:** Cut grass in front, back, and side of your stairwell area. Remove snow from sidewalks in your stairwell area.

**Police Call/Dumpster Area:** Pick-up/Remove trash from outside of your stairwell area. Clean-up the trash from around the dumpster area.

**NOTE:** Occupants are reminded to clean up spills and trash that they make in the stairwell, laundry room, and basement.

Prepared by:

## APPENDIX K

### SAMPLE BUILDING CLEAN-UP ROSTER 1 Stairwell      APT: A-I      1 Laundry Room

Date	Stairwell	Laundry Room	Attic/Basement	Cut Grass/Snow Removal/ Police Call/Dumpster Area
<b>02-08 Jan</b>	<b>C-F-I</b>	<b>A</b>	<b>B</b>	<b>D</b>
09-15 Jan	A-D-G	B	C	E
<b>16-22 Jan</b>	<b>B-E-H</b>	<b>C</b>	<b>D</b>	<b>F</b>
23-29 Jan	C-F-I	D	E	G
<b>30 Jan-05 Feb</b>	<b>A-D-G</b>	<b>E</b>	<b>F</b>	<b>H</b>
06-12 Feb	B-E-H	F	G	I
<b>13-19 Feb</b>	<b>C-F-I</b>	<b>G</b>	<b>H</b>	<b>A</b>
20-26 Feb	A-D-G	H	I	B
<b>27 Feb-05 Mar</b>	<b>B-E-H</b>	<b>I</b>	<b>A</b>	<b>C</b>
06-12 Mar	C-F-I	A	B	D
<b>13-19 Mar</b>	<b>A-D-G</b>	<b>B</b>	<b>C</b>	<b>E</b>
20-26 Mar	B-E-H	C	D	F
<b>27 Mar-02 Apr</b>	<b>C-F-I</b>	<b>D</b>	<b>E</b>	<b>G</b>
03-09 Apr	A-D-G	E	F	H
<b>10-16 Apr</b>	<b>B-E-H</b>	<b>F</b>	<b>G</b>	<b>I</b>
17-23 Apr	C-F-I	G	H	A
<b>24-30 Apr</b>	<b>A-D-G</b>	<b>H</b>	<b>I</b>	<b>B</b>
01-07 May	B-E-H	I	A	C
<b>08-14 May</b>	<b>C-F-I</b>	<b>A</b>	<b>B</b>	<b>D</b>
15-21 May	A-D-G	B	C	E
<b>22-28 May</b>	<b>B-E-H</b>	<b>C</b>	<b>D</b>	<b>F</b>
29 May-04 Jun	C-F-I	D	E	G
<b>05-11 Jun</b>	<b>A-D-G</b>	<b>E</b>	<b>F</b>	<b>H</b>
12-18 Jun	B-E-H	F	G	I
<b>19-25 Jun</b>	<b>C-F-I</b>	<b>G</b>	<b>H</b>	<b>A</b>
26 Jun-02 Jul	A-D-G	H	I	B
<b>03-09 Jul</b>	<b>A-D-G</b>	<b>B</b>	<b>C</b>	<b>E</b>
10-16 Jul	B-E-H	C	D	F
<b>17-23 Jul</b>	<b>C-F-I</b>	<b>D</b>	<b>E</b>	<b>G</b>
24-30 Jul	A-D-G	E	F	H
<b>31 Jul-06 Aug</b>	<b>B-E-H</b>	<b>F</b>	<b>G</b>	<b>I</b>
07-13 Aug	C-F-I	G	H	A
<b>14-20 Aug</b>	<b>A-D-G</b>	<b>H</b>	<b>I</b>	<b>B</b>
21-27 Aug	B-E-H	I	A	C
<b>28 Aug-03 Sep</b>	<b>C-F-I</b>	<b>A</b>	<b>B</b>	<b>D</b>
04-10 Sep	A-D-G	B	C	E
<b>11-17 Sep</b>	<b>B-E-H</b>	<b>C</b>	<b>D</b>	<b>F</b>
18-24 Sep	C-F-I	D	E	G
<b>25 Sep-01 Oct</b>	<b>A-D-G</b>	<b>E</b>	<b>F</b>	<b>H</b>
02-08 Oct	B-E-H	F	G	I
<b>09-15 Oct</b>	<b>C-F-I</b>	<b>G</b>	<b>H</b>	<b>A</b>
16-22 Oct	A-D-G	H	I	B
<b>23-29 Oct</b>	<b>B-E-H</b>	<b>I</b>	<b>A</b>	<b>C</b>
30 Oct-05 Nov	C-F-I	A	B	D
<b>06-12 Nov</b>	<b>A-D-G</b>	<b>B</b>	<b>C</b>	<b>E</b>
13-19 Nov	B-E-H	C	D	F
<b>20-26 Nov</b>	<b>C-F-I</b>	<b>D</b>	<b>E</b>	<b>G</b>
27 Nov-03 Dec	A-D-G	E	F	H
<b>04-10 Dec</b>	<b>B-E-H</b>	<b>F</b>	<b>G</b>	<b>I</b>
11-17 Dec	C-F-I	G	H	A
<b>18-24 Dec</b>	<b>A-D-G</b>	<b>H</b>	<b>I</b>	<b>B</b>
25-31 Dec	B-E-H	I	A	C

**Stairwell:** Clean from your apartment landing down to the next apartment landing.

**Laundry Room:** Occupants will clean the laundry room that they use.

**Basement/Attic:** Clean basement and attic floors and steps in your stairwell area.

**Cut Grass/Snow Removal:** Cut grass in front, back, and side of your stairwell area. Remove snow from sidewalks in your stairwell area.

**Police Call/Dumpster Area:** Pick-up/Remove trash from outside of your stairwell area. Clean-up the trash from around the dumpster area.

**NOTE:** Occupants are reminded to clean up spills and trash that they make in the stairwell, laundry room, and basement.

Prepared by:

## APPENDIX K

### SAMPLE BUILDING CLEAN-UP ROSTER 2 Stairwells      APT: A-H      1 Laundry Room

Date	Stairwell	Laundry Room	Attic/Basement	Cut Grass/Snow Removal/ Police Call/Dumpster Area
02-08 Jan	1A-2A-1C-2C-1E-2E-1G-2G	1D	1F-2F	1H-2H
09-15 Jan	1B-2B-D-2D-1F-2F-1H-2H	1E	1G-2G	1A-2A
16-22 Jan	1A-2A-1C-2C-1E-2E-1G-2G	1F	1H-2H	1B-2B
23-29 Jan	1B-2B-1D-2D-1F-2F-1H-2H	1G	1A-2A	1C-2C
30 Jan-05 Feb	1A-2A-1C-2C-1E-2E-1G-2G	1H	1B-2B	1D-2D
06-12 Feb	1B-2B-1D-2D-1F-2F-1H-2H	1A	1C-2C	1E-2E
13-19 Feb	1A-2A-1C-2C-1E-2E-1G-2G	1B	1D-2D	1F-2F
20-26 Feb	1B-2B-1D-2D-1F-2F-1H-2H	1C	1E-2E	1G-2G
27 Feb-05 Mar	1A-2A-1C-2C-1E-2E-1G-2G	2B	1F-2F	1H-2H
06-12 Mar	1B-2B-1D-2D-1F-2F-1H-2H	2C	1G-2G	1A-2A
13-19 Mar	1A-2A-1C-2C-1E-2E-1G-2G	2D	1H-2H	1B-2B
20-26 Mar	1B-2B-1D-2D-1F-2F-1H-2H	2E	1A-2A	1C-2C
27 Mar-02 Apr	1A-2A-1C-2C-1E-2E-1G-2G	2F	1B-2B	1D-2D
03-09 Apr	1B-2B-1D-2D-1F-2F-1H-2H	2G	1C-2C	1E-2E
10-16 Apr	1A-2A-1C-2C-1E-2E-1G-2G	2H	1D-2D	1F-2F
17-23 Apr	1B-2B-D-2D-1F-2F-1H-2H	2A	1E-2E	1G-2G
24-30 Apr	1A-2A-1C-2C-1E-2E-1G-2G	1D	1F-2F	1H-2H
01-07 May	1B-2B-1D-2D-1F-2F-1H-2H	1E	1G-2G	1A-2A
08-14 May	1A-2A-1C-2C-1E-2E-1G-2G	1F	1H-2H	1B-2B
15-21 May	1B-2B-1D-2D-1F-2F-1H-2H	1G	1A-2A	1C-2C
22-28 May	1A-2A-1C-2C-1E-2E-1G-2G	1H	1B-2B	1D-2D
29 May-04 Jun	1B-2B-1D-2D-1F-2F-1H-2H	1A	1C-2C	1E-2E
05-11 Jun	1A-2A-1C-2C-1E-2E-1G-2G	1B	1D-2D	1F-2F
12-18 Jun	1B-2B-D-2D-1F-2F-1H-2H	1C	1E-2E	1G-2G
19-25 Jun	1A-2A-1C-2C-1E-2E-1G-2G	2B	1F-2F	1H-2H
26 Jun-02 Jul	1B-2B-1D-2D-1F-2F-1H-2H	2C	1G-2G	1A-2A
03-09 Jul	1A-2A-1C-2C-1E-2E-1G-2G	2D	1D-2D	1F-2F
10-16 Jul	1B-2B-1D-2D-1F-2F-1H-2H	2E	1E-2E	1G-2G
17-23 Jul	1A-2A-1C-2C-1E-2E-1G-2G	2F	1F-2F	1H-2H
24-30 Jul	1B-2B-D-2D-1F-2F-1H-2H	2G	1G-2G	1A-2A
31 Jul-06 Aug	1A-2A-1C-2C-1E-2E-1G-2G	2H	1H-2H	1B-2B
07-13 Aug	1B-2B-1D-2D-1F-2F-1H-2H	2A	1A-2A	1C-2C
14-20 Aug	1A-2A-1C-2C-1E-2E-1G-2G	1D	1B-2B	1D-2D
21-27 Aug	1B-2B-1D-2D-1F-2F-1H-2H	1E	1C-2C	1E-2E
28 Aug-03 Sep	1A-2A-1C-2C-1E-2E-1G-2G	1F	1D-2D	1F-2F
04-10 Sep	1B-2B-1D-2D-1F-2F-1H-2H	1G	1E-2E	1G-2G
11-17 Sep	1A-2A-1C-2C-1E-2E-1G-2G	1H	1F-2F	1H-2H
18-24 Sep	1B-2B-D-2D-1F-2F-1H-2H	1A	1G-2G	1A-2A
25 Sep-01 Oct	1A-2A-1C-2C-1E-2E-1G-2G	1B	1H-2H	1B-2B
02-08 Oct	1B-2B-1D-2D-1F-2F-1H-2H	1C	1A-2A	1C-2C
09-15 Oct	1A-2A-1C-2C-1E-2E-1G-2G	2B	1B-2B	1D-2D
16-22 Oct	1B-2B-1D-2D-1F-2F-1H-2H	2C	1C-2C	1E-2E
23-29 Oct	1A-2A-1C-2C-1E-2E-1G-2G	2D	1D-2D	1F-2F
30 Oct-05 Nov	1B-2B-D-2D-1F-2F-1H-2H	2E	1E-2E	1G-2G
06-12 Nov	1A-2A-1C-2C-1E-2E-1G-2G	2F	1F-2F	1H-2H
13-19 Nov	1B-2B-1D-2D-1F-2F-1H-2H	2G	1G-2G	1A-2A
20-26 Nov	1A-2A-1C-2C-1E-2E-1G-2G	2H	1H-2H	1B-2B
27 Nov-03 Dec	1B-2B-1D-2D-1F-2F-1H-2H	2A	1A-2A	1C-2C
04-10 Dec	1A-2A-1C-2C-1E-2E-1G-2G	1D	1B-2B	1D-2D
11-17 Dec	1B-2B-1D-2D-1F-2F-1H-2H	1E	1C-2C	1E-2E
18-24 Dec	1A-2A-1C-2C-1E-2E-1G-2G	1F	1D-2D	1F-2F
25-31 Dec	1B-2B-D-2D-1F-2F-1H-2H	1G	1E-2E	1G-2G

**Stairwell:** Clean from your apartment landing down to the next apartment landing.

**Laundry Room:** Occupants will clean the laundry room that they use.

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**NOTE:** Occupants are reminded to clean up spills and trash that they make in the stairwell, laundry room, and basement.

Prepared by:

## APPENDIX K

### SAMPLE BUILDING CLEAN-UP ROSTER 2 Stairwells      APT: A-H      No Laundry Room

Date	Stairwell	Attic/Basement	Cut Grass/Snow Removal/ Police Call/Dumpster Area
02-08 Jan	1A-2A-1C-2C-1E-2E-1G-2G	1F-2F	1H-2H
09-15 Jan	1B-2B-D-2D-1F-2F-1H-2H	1G-2G	1A-2A
16-22 Jan	1A-2A-1C-2C-1E-2E-1G-2G	1H-2H	1B-2B
23-29 Jan	1B-2B-1D-2D-1F-2F-1H-2H	1A-2A	1C-2C
30 Jan-05 Feb	1A-2A-1C-2C-1E-2E-1G-2G	1B-2B	1D-2D
06-12 Feb	1B-2B-1D-2D-1F-2F-1H-2H	1C-2C	1E-2E
13-19 Feb	1A-2A-1C-2C-1E-2E-1G-2G	1D-2D	1F-2F
20-26 Feb	1B-2B-1D-2D-1F-2F-1H-2H	1E-2E	1G-2G
27 Feb-05 Mar	1A-2A-1C-2C-1E-2E-1G-2G	1F-2F	1H-2H
06-12 Mar	1B-2B-1D-2D-1F-2F-1H-2H	1G-2G	1A-2A
13-19 Mar	1A-2A-1C-2C-1E-2E-1G-2G	1H-2H	1B-2B
20-26 Mar	1B-2B-1D-2D-1F-2F-1H-2H	1A-2A	1C-2C
27 Mar-02 Apr	1A-2A-1C-2C-1E-2E-1G-2G	1B-2B	1D-2D
03-09 Apr	1B-2B-1D-2D-1F-2F-1H-2H	1C-2C	1E-2E
10-16 Apr	1A-2A-1C-2C-1E-2E-1G-2G	1D-2D	1F-2F
17-23 Apr	1B-2B-D-2D-1F-2F-1H-2H	1E-2E	1G-2G
24-30 Apr	1A-2A-1C-2C-1E-2E-1G-2G	1F-2F	1H-2H
01-07 May	1B-2B-1D-2D-1F-2F-1H-2H	1G-2G	1A-2A
08-14 May	1A-2A-1C-2C-1E-2E-1G-2G	1H-2H	1B-2B
15-21 May	1B-2B-1D-2D-1F-2F-1H-2H	1A-2A	1C-2C
22-28 May	1A-2A-1C-2C-1E-2E-1G-2G	1B-2B	1D-2D
29 May-04 Jun	1B-2B-1D-2D-1F-2F-1H-2H	1C-2C	1E-2E
05-11 Jun	1A-2A-1C-2C-1E-2E-1G-2G	1D-2D	1F-2F
12-18 Jun	1B-2B-D-2D-1F-2F-1H-2H	1E-2E	1G-2G
19-25 Jun	1A-2A-1C-2C-1E-2E-1G-2G	1F-2F	1H-2H
26 Jun-02 Jul	1B-2B-1D-2D-1F-2F-1H-2H	1G-2G	1A-2A
03-09 Jul	1A-2A-1C-2C-1E-2E-1G-2G	1D-2D	1F-2F
10-16 Jul	1B-2B-1D-2D-1F-2F-1H-2H	1E-2E	1G-2G
17-23 Jul	1A-2A-1C-2C-1E-2E-1G-2G	1F-2F	1H-2H
24-30 Jul	1B-2B-D-2D-1F-2F-1H-2H	1G-2G	1A-2A
31 Jul-06 Aug	1A-2A-1C-2C-1E-2E-1G-2G	1H-2H	1B-2B
07-13 Aug	1B-2B-1D-2D-1F-2F-1H-2H	1A-2A	1C-2C
14-20 Aug	1A-2A-1C-2C-1E-2E-1G-2G	1B-2B	1D-2D
21-27 Aug	1B-2B-1D-2D-1F-2F-1H-2H	1C-2C	1E-2E
28 Aug-03 Sep	1A-2A-1C-2C-1E-2E-1G-2G	1D-2D	1F-2F
04-10 Sep	1B-2B-1D-2D-1F-2F-1H-2H	1E-2E	1G-2G
11-17 Sep	1A-2A-1C-2C-1E-2E-1G-2G	1F-2F	1H-2H
18-24 Sep	1B-2B-D-2D-1F-2F-1H-2H	1G-2G	1A-2A
25 Sep-01 Oct	1A-2A-1C-2C-1E-2E-1G-2G	1H-2H	1B-2B
02-08 Oct	1B-2B-1D-2D-1F-2F-1H-2H	1A-2A	1C-2C
09-15 Oct	1A-2A-1C-2C-1E-2E-1G-2G	1B-2B	1D-2D
16-22 Oct	1B-2B-1D-2D-1F-2F-1H-2H	1C-2C	1E-2E
23-29 Oct	1A-2A-1C-2C-1E-2E-1G-2G	1D-2D	1F-2F
30 Oct-05 Nov	1B-2B-D-2D-1F-2F-1H-2H	1E-2E	1G-2G
06-12 Nov	1A-2A-1C-2C-1E-2E-1G-2G	1F-2F	1H-2H
13-19 Nov	1B-2B-1D-2D-1F-2F-1H-2H	1G-2G	1A-2A
20-26 Nov	1A-2A-1C-2C-1E-2E-1G-2G	1H-2H	1B-2B
27 Nov-03 Dec	1B-2B-1D-2D-1F-2F-1H-2H	1A-2A	1C-2C
04-10 Dec	1A-2A-1C-2C-1E-2E-1G-2G	1B-2B	1D-2D
11-17 Dec	1B-2B-1D-2D-1F-2F-1H-2H	1C-2C	1E-2E
18-24 Dec	1A-2A-1C-2C-1E-2E-1G-2G	1D-2D	1F-2F
25-31 Dec	1B-2B-D-2D-1F-2F-1H-2H	1E-2E	1G-2G

**Stairwell:** Clean from your apartment landing down to the next apartment landing.

**Basement/Attic:** Clean basement and attic floors and steps in your stairwell area.

**Cut Grass/Snow Removal:** Cut grass in front, back, and side of your stairwell area. Remove snow from sidewalks in your stairwell area.

**Police Call/Dumpster Area:** Pick-up/Remove trash from outside of your stairwell area. Clean-up the trash from around the dumpster area.

**NOTE:** Occupants are reminded to clean up spills and trash that they make in the stairwell, laundry room, and basement.

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